

**TAHOE TRANSPORTATION DISTRICT (TTD)
BUDGET FINANCE COMMITTEE
Meeting Agenda**

**Virtual Meeting
Via GoToWebinar**

**March 12, 2021
8:45 a.m.**

CORONAVIRUS (COVID-19) ADVISORY NOTICE

Consistent with Executive Orders No.-25-20 and No. N-29-20 from the Executive Department of the State of California and Declaration of Emergency Directive 006 from the Executive Department of the State of Nevada, the Tahoe Transportation District Budget Finance Committee meeting will not be physically open to the public and all Committee Members will be teleconferencing into the meeting via GoToWebinar. To maximize public safety while still maintaining transparency and public access, members of the public can join the meeting by registering via the link below.

Members of the public may provide public comment by sending comments to the Clerk to the Board by email at jallen@tahoetransportation.org. Please note which agenda item the comment pertains to. Comments will be distributed at the Board meeting and attached to the minutes of the meeting. All comments should be a maximum of 500 words, which corresponds to approximately three minutes of speaking time. Comments for each agenda item should be submitted prior to the close of that agenda item.

Any member of the public who needs accommodations should email or call Judi Allen who will use her best efforts to provide reasonable accommodations to provide as much accessibility as possible, while also maintaining public safety in accordance with TTD's procedure for resolving reasonable accommodation requests. All reasonable accommodations offered will be listed on the TTD website at tahoetransportation.org.

Please register for the TTD Finance Committee Meeting / TTD Board Meeting at:
<https://attendee.gotowebinar.com/register/7345982734056357646>

There is only one registration link for both meetings. After registering, you will receive a confirmation email containing information about joining the webinar.

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 three minutes per person. Comments made cannot be acted upon or discussed at this meeting, but may be placed on a future agenda for consideration.

II. RECOMMENDATION OF APPROVAL OF MINUTES OF FEBRUARY 12, 2021

III. DISCUSSION ITEMS

(All Items for Possible Recommendation)

Page

- A. Review and Acceptance of the District's Financial Statement of Operations through December 31, 2020 (Item VI.A.)
- B. Informational Update on Rate Structure Modifications, Signage, and Non-Compliance for the Park Tahoe Parking Management Program for Nevada State Route 28 (Item VI.B.)

26

41

IV. PUBLIC INTEREST COMMENTS

V. ADJOURNMENT

TAHOE TRANSPORTATION DISTRICT (TTD)

Notice of Agenda and Agenda

Virtual Meeting
Via GoToWebinar

March 12, 2021
9:30 a.m.

CORONAVIRUS (COVID-19) ADVISORY NOTICE

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

- A. Roll Call and Determination of Quorum of TTD
- B. Approval of Agenda for March 12, 2021
- C. Approval of Minutes of February 12, 2021

Page 1

II. **EMPLOYEE INTRODUCTIONS / SERVICE AWARDS**

III. **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 three 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.

IV. BUDGET FINANCE COMMITTEE REPORT

V. TAHOE REGIONAL PLANNING AGENCY ADVISORY PLANNING COMMISSION APPOINTEE REPORT

VI. TAHOE TRANSPORTATION DISTRICT (TTD) CONSENT ITEMS
(All items for possible action)

Page

- | | |
|--|-----------|
| A. Review and Acceptance of the District's Financial Statement of Operations through December 31, 2020 | 26 |
| B. Informational Update on Rate Structure Modifications, Signage, and Non-Compliance for the Park Tahoe Parking Management Program for Nevada State Route 28 | 41 |
| C. Review and Acceptance of the Quarterly Transit Report for the Second Quarter of Fiscal Year 2021 | 49 |

VII. TAHOE TRANSPORTATION DISTRICT (TTD) BUSINESS ITEMS

Page

- | | |
|---|------------|
| A. <i>For Possible Approval:</i> Authorize the District Manager to Enter into a Purchase Agreement with Washoe County School District for the Property at 771 Southwood Boulevard, Incline Village, NV for Evaluation of 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 | 54 |
| B. <i>For Discussion and Possible Direction:</i> Update on Workplan Progress and Schedule to Collaboratively Develop Sustained Transportation Revenue Sources | 118 |
| C. <i>For Review and Discussion:</i> Process for the Performance Evaluation of the District Manager for the Period of July 2019 through March 2021 | 142 |

VIII. DISTRICT MANAGER REPORT

IX. BOARD, COMMISSION MEMBER AND STAFF COMMENTS

X. PUBLIC INTEREST COMMENTS

XI. CLOSED SESSION

Public Employee Performance Evaluation (Cal. Gov. Code § 54957, NRS § 241.030)
Title: (District Manager)

The Board may consider the following topics authorized pursuant to NRS § 241.030. No action will be taken in closed session.

XII. ADJOURNMENT

COMPLIANCE WITH PUBLIC NOTICE REQUIREMENTS

This notice and agenda has been posted at the TTD office and at the Stateline, Nevada post office. The notice and agenda has also been posted at the North Tahoe Conference Center in Kings Beach, the Incline Village GID office and the North Tahoe Chamber of Commerce and on the TTD website: www.tahoetransportation.org.

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
February 12, 2021

Committee Members in Attendance:

Lucia Maloney, Carson City, Chair
Cindy Gustafson, Placer County
Steve Teshara, SS-TMA

Others in Attendance:

Carl Hasty, Tahoe Transportation District
Joanie Schmitt, Tahoe Transportation District
Danielle Hughes, Tahoe Transportation District
Judi Allen, Tahoe Transportation District

I. PUBLIC INTEREST COMMENTS

No public interest comments were made.

II. RECOMMENDATION OF APPROVAL OF MINUTES OF JANUARY 22, 2021

Mr. Teshara made the motion to recommend approval of the minutes of January 22, 2021. Ms. Gustafson seconded the motion. The motion passed.

III. DISCUSSION ITEMS

(All Items for Possible Recommendation)

A. Review and Acceptance of the District's Financial Statement of Operations through November 30, 2020

Ms. Schmitt reviewed this item.

Ms. Gustafson made the motion to recommend acceptance of the District's Financial Statement of Operations through November 30, 2020. Mr. Teshara seconded the motion. The motion passed unanimously.

B. Approval of the Rate Structure for Non-Compliance Notices for the Park Tahoe Parking Management Program for Nevada State Route 28; Authorize the District Manager to Adjust Citation Fines at an Amount not to Exceed Ten Dollars to a Maximum Fine of \$150; and Procure a Service Vendor Contract for Board Award Approval

Karen Mullen reviewed this item. Ms. Gustafson asked if a comparison was made of the District's anticipated operational costs to other organizations and what do the operational costs include in the expense line. Ms. Mullen explained that many jurisdictions have enforcement included as a department within their structure. She explained that TTD's Parking Ambassador, in addition to providing education and outreach at the lots, will monitor the lots for unpaid or expired parking users and noted the operational costs include staff time for the Ambassador, accounting, program management and office supplies, such as a printer

and phone. Ms. Maloney asked clarifying questions regarding authorizing fee changes at the staff level if grace periods were included in the program.

No recommendation was made on this item.

IV. PUBLIC INTEREST COMMENTS

No public interest comments were made.

V. ADJOURNMENT

**TAHOE TRANSPORTATION DISTRICT / COMMISSION
BOARD MEETING MINUTES
February 12, 2021**

TTD/C Board Members in Attendance:

Cindy Gustafson, Placer County, Chair
Cody Bass, City of South Lake Tahoe
Brian Bigley, Member at Large
Mark Bruce, Tahoe Regional Planning Agency Appointee
Andy Chapman, TNT-TMA
Kyle Davis, Nevada Governor Appointee
Alexis Hill, Washoe County
Lucia Maloney, Carson City, Vice Chair
Sue Novasel, El Dorado County
Wesley Rice, Douglas County
Steve Teshara, SS-TMA
Sondra Rosenberg, NDOT
Alex Fong, Caltrans

TTD/C Board Members Absent:

California Governor Appointee – Vacant
Mike Gabor, U.S. Forest Service
Serrell Smokey, Washoe Tribe

Others in Attendance:

Carl Hasty, Tahoe Transportation District
Joanie Schmitt, Tahoe Transportation District
Danielle Hughes, Tahoe Transportation District
Nick Haven, Tahoe Regional Planning Agency
Michelle Glickert, Tahoe Regional Planning Agency
Judi Allen, Tahoe Transportation District
Nira Doherty, Legal Counsel

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

A. Roll Call and Determination of Quorum

The meeting of the Tahoe Transportation District and Tahoe Transportation Commission was called to order by Chair Gustafson at 9:32 a.m., via a GoToWebinar. Roll call was taken and it was determined a quorum was in attendance for the TTD/TTC.

B. Approval of TTD/TTC Agenda of February 12, 2021

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

C. Approval of TTD/TTC Meeting Minutes for January 22, 2021

Mr. Teshara noted some extraneous punctuation in Agenda Item VI.A. that should be corrected. Motion/Second by Mr. Teshara/Ms. Novasel to

approve the TTD and TTC minutes, as amended by Mr. Teshara. The motion passed unanimously.

II. PUBLIC INTEREST COMMENTS

Carole Black provided some thoughts regarding the Town Hall webinar held the previous evening. Other comments were received via e-mail and attached to the minutes.

III. BUDGET FINANCE COMMITTEE REPORT

Ms. Maloney reported the committee reviewed the two items. The committee recommends acceptance of the financials and did not take action on Agenda Item VI.B.

IV. TAHOE REGIONAL PLANNING AGENCY ADVISORY PLANNING COMMISSION APPOINTEE REPORT

Mr. Teshara reported the APC met last week and recommended approval of Placer County's amendments to its Tahoe Basin Area Plan to the TRPA Governing Board.

V. TAHOE TRANSPORTATION DISTRICT (TTD) CONSENT ITEMS

- A. Review and Acceptance of the District's Financial Statement of Operations through November 30, 2020
- B. Approve the Tahoe Transportation District Title VI Plans of the Civil Rights Act of 1964 for the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) as Required as a Subrecipient of the Nevada Department of Transportation

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

VI. TAHOE TRANSPORTATION DISTRICT (TTD) BUSINESS ITEMS

- A. Discussion and Possible Direction on Policy Questions to be Addressed to Collaboratively Develop Sustained Transportation Revenue Sources and Consideration of a Consensus Gauge Approach to Decision Making
Mr. Hasty reviewed this item and gave a presentation. Mr. Hasty reminded the Board that at last month's meeting, the proposed work plan for this effort was discussed and the decision was to have a standing item and address it from a policy perspective. Mr. Hasty added this presentation and discussion will be held at the TRPA meeting with the EIP and transportation committees.

Discussion was held and the Board's comments regarding the presentation are attached.

Mr. Davis asked about the timeline and next steps. Mr. Hasty replied a revision to the timeline and schedule will be brought to the Board next month.

Ms. Novasel asked about the consensus gauging.

Mr. Hasty explained it is a decision-making process.

Mr. Teshara noted that the principal benefit of consensus gauging is that it brings a disparate group to a consensus.

Mr. Hasty added there will be further discussion and a presentation regarding consensus gauging.

Action Requested: For Discussion and Possible Direction

- B. Approval of the Rate Structure for Non-Compliance Notices for the Park Tahoe Parking Management Program for Nevada State Route 28; Authorize the District Manager to Adjust Citation Fines at an Amount not to Exceed Ten Dollars to a Maximum Fine of \$150; and Procure a Service Vendor Contract for Board Award Approval

Ms. Karen Mullen-Ehly reviewed this item and gave a presentation. Ms. Maloney stated she has an issue with giving staff the discretion to adjust the fines. Mr. Rice asked what the enforcement process is for those that go to collections. Ms. Doherty explained they are just sent to collections, there is no enforcement process. Mr. Bass asked about the cost of enforcement. Ms. Mullen-Ehly noted the parking ambassador will be on-site to assist with enforcement. Mr. Chapman asked where the funds in excess of operational needs go. Ms. Mullen-Ehly explained they will go to the maintenance of the path and parking lot facilities. Mr. Davis feels the rate structure should remain the same throughout the season.

Action Requested: For Possible Action

Mr. Teshara made the motion to approve the rate structure as proposed for non-compliance notices for the Park Tahoe Parking Management Program for Nevada State Route 28 and direct Staff to procure a service vendor contract for Board award approval. Ms. Maloney seconded the motion. The motion passed.

VII. ADJOURN AS THE TTD AND RECONVENE AS TTC

VIII. TAHOE TRANSPORTATION COMMISSION (TTC) BUSINESS ITEMS

A. Recommend Adoption of the Final 2021 Federal Transportation Improvement Program to the Tahoe Metropolitan Planning Organization Governing Board

Mr. Haven reviewed this item and gave a presentation. Mr. Teshara asked if the mobility hub acquisition funds would be processed via an amendment in a timely manner. Mr. Haven confirmed they would. Mr. Davis asked why the FTIP is not synced with the Regional Transportation Plan. Mr. Haven explained the FTIP needs to follow Caltrans' timeline, but stated the projects included in the FTIP are consistent with the Regional Transportation Plan.

Action Requested: For Possible Action

Ms. Hill made the motion to recommend adoption of the final 2021 Federal Transportation Improvement Program to the Tahoe Metropolitan Planning Organization Governing Board. Mr. Davis seconded the motion. The motion passed unanimously.

B. Recommend Approval of Amendment #1 of the FY 2021 Lake Tahoe Transportation Overall Work Program to the Tahoe Metropolitan Planning Organization Governing Board

Mr. Haven and Ms. Glickert reviewed this item and gave a presentation.

Action Requested: For Possible Action

Ms. Novasel made the motion to recommend approval of Amendment #1 of the FY 2021 Lake Tahoe Transportation Overall Work Program to the Tahoe Metropolitan Planning Organization Governing Board. Mr. Teshara seconded the motion. The motion passed unanimously.

IX. ADJOURN AS TTC AND RECONVENE AS TTD

X. DISTRICT MANAGER REPORT

Mr. Hasty gave a review of the first Town Hall.

XI. BOARD, COMMISSION MEMBER AND STAFF COMMENTS

Ms. Hill also felt the Town Hall went well, although there were a few things that could be improved. Ms. Hill added that a Listening Session has been scheduled to allow for verbal public comment on March 5 from 3:00 to 5:00.

Ms. Gustafson reminded the Board of the need to conduct the District Manager's evaluation and the Board's self-evaluation and to expect some e-mails regarding the process.

XII. PUBLIC INTEREST COMMENTS

No public interest comments were made.

XIII. ADJOURNMENT

The meeting adjourned at 12:55 p.m.

Respectfully Submitted:

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

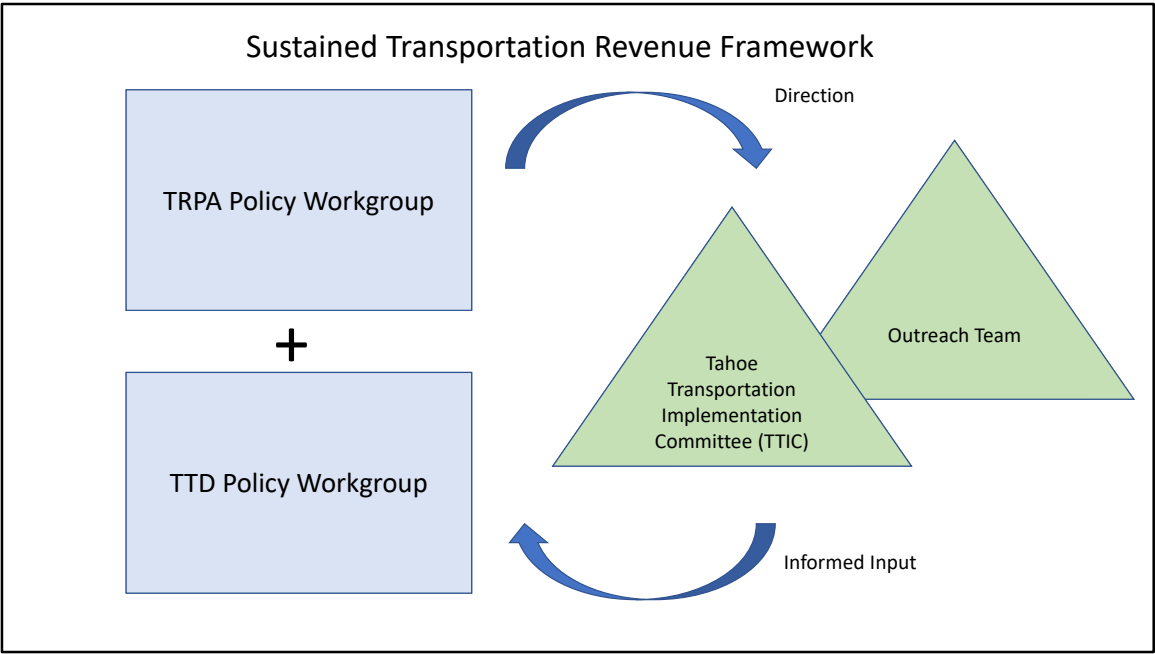
(The above meeting was recorded in its entirety, anyone wishing to listen to the aforementioned tapes, please contact Judi Allen, Clerk to the Board, (775) 589-5502.)

Policy Workgroup Discussion 1

Transportation Sustainable Revenue Policy Considerations

*And
Directions to Technical and Communications Work
Groups*





WHY does Tahoe need a Dedicated Sustainable Revenue Source for Transportation?

- The Tahoe basin has a transportation problem. Heavy peak visitation is stressing Lake Tahoe's limited transportation infrastructure and impacting the area's pristine natural resources.
- Lake Tahoe's limited year-round population base is insufficient to finance critical transportation projects. With 90 percent of the land in the Tahoe basin in public ownership, a public-private model for transportation investment is critical.
- Local/regional "self-help" funding must work with state and federal initiatives. Leveraging funding shares benefits the comprehensive transportation network.

Explain Why Tahoe Needs a Dedicated Sustainable Revenue Source(s) for Transportation to be used for Public Education and Outreach.

- A. Clearly identify the problem this effort is trying to solve
- B. Illustrate the need for funding dedicated for Tahoe
- C. Explain how local/regional “self-help” funding works with state, federal, private sources, and other funding initiatives to achieve transportation goals.
- D. Explain private/local/regional/state transportation roles and the leveraging benefits of working together in a committed transportation program.

WHAT is our Vision and Near Term Transportation Priorities?

- A comprehensive transportation system in the Tahoe Basin hinges on key infrastructure investments. Immediate priorities include Highway 89 and 28 corridors on the California and Nevada sides of the lake, the US 50 South Shore Community Revitalization Project, the Placer Resort Triangle Priority Transit Lanes Project, and free and enhanced transit.
- The distribution of projects regionally will be fair and equitable and correspond with the pressing needs of each community around the lake.

Ms. Gustafson noted the technical committee needs to identify how much funding the local jurisdictions are already contributing and how that compares per capita.

Mr. Davis suggested adding two to three sentences that explain what is needed to do in the various corridors.

Ms. Gustafson noted each corridor plan should have an executive summary or list of the critical components and prioritize those and where there's potential for local funding and the need for long term sustainable funding or other capital improvements.

Ms. Novasel noted the list is missing a cohesive transit system.

Mr. Bass stated he thinks there are things that can be done now at Emerald Bay that aren't hard to address – need to make solutions now to show we are functioning.

Ms. Gustafson noted to develop this at a policy level, leave it to first sentence and tie it to existing planning efforts. Tech committee should put elements in. She added regarding the second bullet the need to tie the funding to the source, in addition to participating in regional system needs to be policy issue articulated for the tech committee to address.

Review Existing Work and Articulate a Succinct Vision and Set of Priorities

- A. Articulate a stakeholder aligned common vision of a planned transportation system
- B. Identify initial project priorities and expected benefits (VMT, GHG, etc.) drawing from existing work like bi-state, local CIP's, state DOT's, etc.
- C. Address the perception of regional fairness and how distribution of projects will be balanced for the system
- D. Educate and engage public and decision makers on the vision, need, and options to finance needs

Ms. Novasel suggested adding "E – new South Shore transit system"

Mr. Davis noted the need to ensure a broad reach of education and outreach, including outside the basin

WHAT must be done to Implement the Transportation Vision?

- Develop and illustrate a phased implementation plan of transportation projects and services (roll-out schedule, implementation capacity needs for delivery of projects and services).
- Identify other barriers to implementation (non-monetary).
- Identify needed sector commitments to deliver implementation plan.
- Consider the needs, interactions, concerns, benefits, and outreach to communities outside the Tahoe basin (Truckee, Minden-Gardnerville, Carson City).
- Consider and identify concerns, benefits, and outreach to communities within the Tahoe basin.

Ms. Novasel feels 'transit' needs to be specifically noted.

Consider and Report on Proposed Implementation of Transportation Projects and Services

- A. Develop and illustrate a phased implementation plan of transportation projects and services (Roll-out schedule, implementation capacity needs for delivery of projects and services)
- B. Identify barriers to implementation (monetary and non-monetary)
- C. Identify needed sector commitments to deliver implementation plan
- D. Consider the needs, interactions, concerns, benefits, and outreach to communities outside the Tahoe basin (Truckee, Minden-Gardnerville, Carson City, Reno-Sparks)
- E. Consider and identify interactions, concerns, benefits, and outreach to communities within the Tahoe basin

Ms. Hill suggested adding what the long term and short term consequences to the area if this is not moved forward.

Mr. Rice noted the need to not forget the political realities.

Ms. Gustafson suggested in bullet D to add 'outreach to communities and jurisdictions...'

Ms. Novasel added that Placerville needs to be added to the communities in bullet D.

WHAT Funding Sources are Available?

- Assess existing work on multiple funding sources.
- Identify concerns to address from local/regional/state officials and legislative bodies related to potential funding sources.
- Assess and report on evaluation/screening criteria used for any new potential sources from work that has been done to date.
- Anticipate and consider social equity concerns for any new funding source (means-based, age, veteran, disabled, etc.).
- Assess potential new revenue sources and interplay with other established private, local, state, or federal funding (TOT, BIDs, parking fees, etc.) Identify any conflicts, concerns, and recommendations of how they could be addressed.

Ms. Novasel suggested changing 'means' in the fourth bullet to 'income.'

Ms. Gustafson suggested adding 'workforce/commuters' to the fourth bullet and add another bullet regarding tying funding to the service gained.

Ms. Hill suggested adding somewhere showing the balance between transportation, existing infrastructure and revenues and how to incentivize.

WHAT Funding Sources are Available? Cont'd

- Include how revenue collection methods can provide a tool for objectives like congestion management and vehicle miles traveled reductions.
- Identify education and outreach needs on pricing strategies and other possible funding mechanisms.

Ms. Novasel suggested changing 'objectives' to 'thresholds.'

Assess and Report on the Consideration of Funding Sources

- A. Assess existing work on multiple funding sources including One Tahoe
- B. Review and report on examples of other regions on how approached revenue gap filling efforts for transportation
- C. Identify concerns to address from private/local/regional/state officials related to potential but not established funding sources
- D. Assess and report on evaluation/screening criteria used for any new potential sources from work that has been done to date
- E. Anticipate and consider social equity concerns for any new funding source (Means-based, age, veteran, senior, etc.)

Ms. Novasel capture the possibility of new private funding working with private enterprises.

Assess and Report on the Consideration of Funding Sources cont'd

- F. Assess potential new revenue sources and the interplay with other established private, local, state, or federal funding (TOT, BIDs, Parking Fees, etc.) Identify any conflicts, concerns, and recommendations of how to address
- G. Include identification of how collection methods of revenue can provide tools like congestion management and vehicle miles traveled reduction
- H. Identify education and outreach needs on pricing strategies and other possible funding mechanisms.

WHAT is the Administrative and Oversight Plan for new Transportation Investments?

- Identify what entity will collect funding if a non-traditional source is pursued
- Propose how funds will be distributed and for what project types and services
- Review and propose the project selection process
- Identify and propose how regional equity and distribution is considered
- Outline how rate setting can be modified over time and tracked for performance

Develop a Proposed Model of Administration and Oversight for New Proposed Revenue Source(s) Integrated with Existing Sources for a Regional Program [After Selection of Source(s) by Policy Working Group]

- A. Identify what entity will collect funding if a non-traditional source is pursued
- B. Propose how funds will be distributed and for what project types and services
- C. Review and propose the project selection process
- D. Identify and propose how regional equity and distribution is considered
- E. Outline how fee rate setting can be modified over time, responsive to needs
- F. Identify how the impact, or the performance of revenue and collection and use can be tracked.

Ms. Hill asked about adding rate incentives.

Ms. Gustafson noted in bullet D the need to be clearer regarding 'equity' and use 'fair share.' She added congestion based pricing is missing and the need to incentivize non-peak travel or alternative mode travel; and that TTD Board's job will be to determine how to govern this and the tools needed to be used in governance to ensure fair share/return to source.

February 11, 2021

Tahoe Transportation District
128 Market St #3F
Stateline, NV 89410
Submitted via email



RE: Reinstating TTD transit services past 8:00 pm in South Tahoe

TTD Board and Staff,

The Community Mobility Group's mission is to sustain a citizen-based effort to accelerate a shift toward a healthier Tahoe-Truckee community, environment, and economy. The Community Mobility Workgroup is comprised of residents and representatives of organizations, jurisdictions, and agencies working together to improve bicycle and pedestrian safety, accessibility, and mobility.

We are writing in advance of the public comment agenda item for the Tahoe Transportation District/Tahoe Transportation Commission (TTD, TTC) Board meeting on February 12, 2021. We are requesting that the Board address our concern and create a specific agenda item for an upcoming Board meeting to discuss and give direction on fulfilling TTD's commitment to extend South Tahoe mainline service hours past 8 pm. The service hours extension was supposed to be reinstated in summer 2020.

On November 1st, 2018 TTD reduced service hours on South Tahoe local bus routes with trips now ending around 8:00 pm. South Shore employees often begin or end shifts after 8:00pm and rely on public transportation to commute. There are also some Lake Tahoe Community College (LTCC) evening classes that let out around 9:00pm after TTD service to LTCC ends.

The TTD Board voted at the January 2020 Board Meeting to re-extend local service to 10:00 pm, providing a "much needed bidirectional last sweep through the City later in the evening."¹ The staff report from the January 2020 meeting indicated that TTD had \$55,000 for this service in 2020 and that if it was successful, TTD would look for long-term funding. There was never any kind of announcement that this service was not going to be implemented. We acknowledge that COVID has affected transit need to LTCC, but not to Stateline and other employment centers, as shown by 2020 ridership.²

One of the unmet transit needs TRPA continued to regularly hear in 2020 was the desire to extend local service past 8 pm. The 2020 Unmet Transit Needs report includes the same description of extended service hours from the 2019 Coordinated Human Services Transportation Plan (CHSTP). The CHSTP was approved

¹ TTD Board Agenda Packet - January 31, 2020, Agenda Item VIII.B, Pg. 31, Accessed: <https://www.tahoetransportation.org/wp-content/uploads/2020/01/2020-1-31-Spec-TTD-Board-Mtg-Agenda-Packet.pdf>

² Ridership on routes 50 and 55 remained relatively strong in 2020 despite COVID. Unfortunately, TTD does not collect stop-level ridership data so it is difficult to tell where the busiest stops are located.

by the TTC board in May 2019 and calls to “Reinstate TTD transit services past 8:00 pm” in South Tahoe.³ The analysis contained in the 2019 CHSTP and the 2020 Unmet Transit Needs (pages 3 and 2, respectively) is: “On November 1st, 2018 TTD restricted South Tahoe local bus service with trips now ending around 8:00pm. South Shore employees often begin or end shifts after 8:00pm and rely on public transportation to commute. There are also some Lake Tahoe Community College (LTCC) evening classes that let out around 9:00pm after TTD service to LTCC ends.”

We look forward to seeing this issue discussed at an upcoming Board meeting and to supporting you in any way in your efforts to implement the extended service hours as appropriate. This would be a great benefit to our community. Thank you again for the opportunity to comment and for your service to our community.

Sincerely,

A handwritten signature in dark ink, appearing to read "Rebecca Bryson", with a stylized flourish at the end.

Rebecca Bryson
Co-Chair of the Community Mobility group

Contact: rebeccabryson27@yahoo.com

³ TTD/C Board Agenda Packet - May 10, 2019, Agenda Item V.A., Attachment B, Pg. 38. Accessed: <https://www.tahoetransportation.org/wp-content/uploads/2020/05/2019-05-10-TTD-C-Board-Mtg-Agenda-Packet.pdf>

From: cbwillb@charter.net
To: "Judi Allen"
Subject: Public Comment TTD Board Meeting 2.12.2021 Agenda Item II
Date: Friday, February 12, 2021 12:05:27 AM

Ms Allen, Below are my public comments for the TTD Board meeting on Friday 2.12.2021. Agenda item II. Kindly submit for the meeting record and distribute copies to TTD Board Members. In addition, I will join by phone to speak briefly.

Public Comment TTD Board Meeting 2.12.2021 Agenda Item II

Thank you for organizing the Incline Village Town Hall last night and others to follow. Some brief thoughts:

Process: Presentation was helpful but very general. My questions were not answered; others had the same comment. There was a low meeting number limit and sign-up methodology failed to distribute attendees among times.

Content: Answers in some cases were unduly vague, sometimes misleading - the question about the hub serving as overflow parking for Sand Harbor and the East Shore Trail was answered inaccurately with what sounded like a denial despite the fact that this primary use is in TTD documents. The issue of parking size in particular was misleading, and in fact I found it dismissive with wording something like: "some have noted the number 350, don't know where that came from, never intended 350 (paraphrased)"

Questions: See my submitted questions below which were not addressed - the 350 number came from TTD documents! Further, if the new number is now approximately 175, then where are the remaining needed 175 spots going to be? It is also curious that the available coverage on the OES site has been quoted at ~ 4 acres (by Mr Hasty) and the rough online estimates for parking lots are approximately 100 slots/acre, i.e., just enough at OES for 350 vehicles and some turning room for buses. But maybe that's a coincidence??

I sent Mr Hasty a letter a few weeks ago asking that he please stop denying the numbers in the TTD reports and move to transparency with the public explaining rationale and any changes - last night did not accomplish this goal. The only one of my submitted questions that was answered was the last one with sweeping generalities. Where is the data to support this plan? Where is the options analysis?

So, bottom line - my vote is: Effort appreciated; Content and transparency need work. Many in the audience are well-informed and looking for honest content. Please provide this!

Addendum: Questions submitted, awaiting answers:

1) What exactly is the size of the Sand Harbor and Tahoe East Shore Trail overflow parking proposed for Incline Village and the Transit Hub? TTD's 2019 Transportation Management Plan indicates a Transit Hub with 350 parking spaces plus 126 parking spaces at Ponderosa/Tunnel Creek equalling net at least 318 more vehicles than can currently be accommodated.

2) Of the 810 new parking spaces included in the TTD's 2019 Transportation Management Plan for Rte 28 Corridor overflow, more than 50% are allocated to the small, crowded Incline Village area and accompanying traffic will further clog roads/intersections & impair safety. Please explain why other safer options with lower associated VMT are not prioritized.

3) Under the 2019 Plan referenced above, how many added and total buses/day, from all directions, would turn into and exit from the proposed Incline Transit Hub each summer day to accommodate Sand Harbor and East Shore Trail overflow? And what would be the average bus occupancy?

And I added two questions on line during the meeting (worded here approximately):

4) Where can the community find the comprehensive parking, traffic, transit, evacuation plan for Incline Village?

5) What makes us think that a Transit Hub will be appropriately located in the small community of Incline Village? Note: this is the only question that was sort of answered with some sweeping assertions absent any supporting data.

Submitted by Carole Black, Incline Village resident

MEMORANDUM

Date: March 9, 2021

To: Tahoe Transportation District (TTD) Board of Directors

From: TTD Staff

Subject: Review and Acceptance of the District's Financial Statement of Operations through December 31, 2020

Action Requested:

It is requested the Board accept the Financial Statement of Operations for the first six months of fiscal year 2021 (FY21) ending December 31, 2020.

Fiscal Analysis:

TTD is in good financial standing with three areas remaining a concern, one being the continued use of General Funds for non-reimbursable, non-transit operation expenses, since the agency does not have a dedicated general fund source. Staff continues its efforts to minimize General Fund costs where possible and find other funding sources that can be used for such expenses.

The second concern is regarding the Transit Fund. The adopted urbanized farebox recovery ratio of 15% for fixed route and 10% for demand-response services, which is targeted to be met by September 2022 and the move towards a zero-fare system could put TTD at risk of losing Transportation Development Act funding. Currently, zero-fare expenses are covered by federal COVID and CMAQ sources. However, if zero-fare is to continue beyond FY 22, a non-federal source will need to be available to cover costs and qualify under California law as an offset to fares, therefore meeting the fare targets. Legislation has been introduced in California that could defer the compliance target for a longer period of time. TTD is tracking this legislation and is looking towards locally/regionally generated revenues to sustain the system and meet the farebox recovery requirement.

The third is a growing concern regarding funds needed to complete capital projects, relating to an increasing risk to TTD's ability to retain staff and the risk due to the use of funds, if projects are unable to continue to make progress with implementation. A typical factor in capital project development for transportation at Lake Tahoe, as has been discussed with the Board at various times over the years, is that funding a capital transportation project is a lengthy piecemeal approach, requiring the collection of enough funds to complete projects. Projects are funded through competitive application processes unless an entity has fund sources of its own, which TTD does not have. In spite of this fact, TTD has had a good share of success by being creative and persistent, but the process has gotten much more difficult as each year rolls by. Match requirements have gotten larger, just as transportation projects have gotten more expensive. The reality is, that at any scale of project, there is little non-federal match funds available to TTD, so this is a major challenge when applying for grants for its capital projects.

Another fact is that the applicant demand for discretionary grants far exceeds the amount available. For example, in the latest announced Active Transportation Program (ATP) grant awards by the California Transportation Commission (CTC) only 50 of the 454 projects submitted were selected for funding in the amount of \$290.1 million. The total request of all 454 projects was \$2.3 billion, with a match of \$1.1 billion or an average of 32.4% match (for a total of \$3.4 billion in projects). The awarded projects represent 12.6% of the demand. Thirty of the 50 projects awarded are safe routes to schools, with 100% of the ATP funds benefiting disadvantaged communities. There were no Tahoe projects awarded.

Staff continues to seek and apply for funds where TTD can meet grant requirements.

Background:

Staff has completed analyzing financial information for the first six months of FY21, ending December 31, 2020. The presentation of the financial information will highlight December activity and continues to detail the District's funds: General, Capital Improvement Program (CIP), Transit Operations, and Parking Systems (See Attachment A).

Discussion:

General Fund –

Overall, the District ended with an increase of \$24,081 for December activity. The increase can be summarized as follows:

District Operations Revenues		District Operations Expenses	
Rental Car Mitigation Fees (RCMF)	\$15,725	Salaries & Benefits	\$32,978
Administrative Support	\$47,623	Insurance	\$1,873
Contributions	\$29,166	Rent/Utilities	\$3,756
Miscellaneous	\$0	Telephone	\$1,050
Administrative Fee	\$731	Professional Services	\$21,295
Interest	<u>\$5</u>	Supplies	\$1,913
		Modified Business Tax	\$2,723
		Legal	\$2,232
		Transfer – Grant Match	\$0
		Other	<u>\$1,349</u>
Total Revenue	\$93,250	Total Expenses	\$69,169

The increase was expected as Lake Tahoe Community College (LTCC) confirmed their contribution of \$25,000 for FY 21, which is \$25,000 less than the \$50,000 budgeted.

Administrative Support comprising 10% of modified costs incurred in other funds (ICAP) includes three payrolls for December.

Year over year, RCMF decreased \$8,442 or 13% from \$66,341 to \$57,899 (See Attachment B).

Professional Services included \$19,000 in fees from Institute of Local Governments for the Board facilitations.

TTD did utilize the Nevada State Bank line of credit and incurred nominal interest of \$8.

TTD did not incur expenses in the Recreational Travel project as Morse Associates incurred light expenses in December and will include the costs in his January invoice. Therefore, the General Fund did not need to transfer a match to the CIP fund. Staff time for this project is currently being charged to the General fund until either the Phase II grant from NDOT comes on

line or TTD receives notification that the STSFA grant has been awarded and that comes on line. Personnel costs for December totaled \$6,125.

The net result increased the General Fund's overall fund balance to \$842,197, which is \$108,408 more than at the start of the fiscal year.

CIP Fund –

December activity ended in a decrease of \$126. Prior fiscal years' interest of \$126, along with \$3 from FY21 was utilized on the final costs incurred on the Low Carbon Transit Operations Program grant for the Bijou Shelter and the LTCC Mobility Hub projects. This grant is now completely expended. TTD received \$3 from interest earned in December on project advances. Below is a brief recap of December activity for the CIP Fund.

<u>Funding Source</u>	<u>Expenditures</u>	<u>Grant Balance</u>
Caltrans		
Active Transportation Program	\$214,201	\$151,272
Congestion Mitigation Air Quality (CMAQ)	\$0	\$752,871
Federal Transit Administration		
NDOT Value Pricing Pilot Program (VPPP)	\$8,159	\$2,384
FTA 5310 (ADA)	\$0	\$45,545
Surface Transportation Block Grant (STBG)		
Caltrans – US 50	\$15,910	\$2,821,335
NDOT – Rec Travel	\$0	\$48,021
General Fund Transfer (Match)	\$0	\$2,527
Caltrans – Rec Travel	\$0	\$6,733
Highway Infrastructure Program (HIP)		
Caltrans – US 50	\$0	\$561,961
Contributions		
Mariner AQMF (VPPP Match)	\$28,218	\$24,826
Transit Fund (LCTOP Match)	\$4,472	\$0
LCTOP		
FY16-17 (Bijou Shelter/LTCC Mobility Hub)	\$7,003	\$0
Prop 1B		
PTMISEA – Engine Replacements	\$0	\$61,833
PTMISEA – Modernization	\$0	\$402
Washoe County		
Bond Sale	\$0	\$355,990
Total Expenditures	\$277,963	

Additional LTCC Mobility Hub construction costs totaling \$11,475 and funded with \$7,003 from the LCTOP grant and the interest earned on project advances, along with \$4,472 contribution from the Transit Fund was transferred from CIP to the Transit Fund fixed assets. These costs were added to the previous LTCC construction costs and will be depreciated on the remaining life of the asset.

The net result decreased CIP's overall fund balance to \$2,116, which is \$86 less than at the start of the fiscal year.

Transit Fund -

Overall, the District ended with an increase of \$12,935 for December activity. The increase can be summarized as follows:

<u>Revenue Detail</u>	<u>Operations</u>
FTA 5307 (CMAQ)	\$200,000
FTA 5307 (CARES)	\$0
FTA 5307 (FY19)	\$0
NDOT	
FTA 5311	\$306,138
NV State Parks	\$0
Contributions	
STPUD	\$32,316
Transportation Development Act (TDA)	
Local Transportation Fund (LTF)	\$131,225
State Transit Assistance (STA)	\$0
State Transit Assistance (SGR)	\$0
Farebox Revenue (LCTOP)	\$36,729
Miscellaneous	\$12
Insurance Claim Revenue	\$0
Interest	<u>\$17</u>
Total Revenues	\$706,437

<u>Expense Detail</u>	
Personnel	\$437,240
Fuel/Fuel Tax	\$18,952
Insurance	\$20,301
Repairs/Maintenance	\$56,595
Professional Services/Contracts	\$34,242
Facility Rent/Utilities/Phone	\$24,593
Supplies	\$5,367
ICAP	\$46,076
Depreciation	\$54,588
Advertising / Outreach	\$356
Capital Outlay	(\$11,475)
Other Expenses	<u>\$6,667</u>
Total Expenses	\$693,502

Increase/(Decrease)	\$12,935
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TTD received TDA LTF funds of \$707,359 and recorded it as Deferred Revenue. Revenue will be recognized monthly as expended towards 5307 expenditures. In December, \$131,225 was recorded as LTF Revenue.

TTD received the South Tahoe Public Utility District annual contribution of \$32,316, which is lower than the budgeted \$43,674 that was based on FY20 actuals.

Personnel costs included a third payroll in December and contributed to higher ICAP expenditures. The monthly ICAP normally ranges between \$27,000 to \$32,000.

As mentioned earlier, the CIP fund transferred \$11,475 in fixed assets for additional construction at the LTCC Mobility Hub.

The net result increased Transit's overall fund balance for the year to \$4,594,614, which is \$314,712 less than at the start of the fiscal year.

JS/ja

AGENDA ITEM: VI.A.

Parking System (PS) Fund-

The Parking System Fund experienced an increase of \$2,926 for December. The recap is as follows: Parking revenues totaled \$5,915, admin fees \$731, bank/credit card fees \$925, and depreciation of \$1,335 and interest revenue of \$1.

The meters were turned off on December 13th for the winter season.

November administrative fees of \$140 were recorded in December, as \$1,397 in parking revenues were recorded after the November fees were collected.

The net result increased Parking System's overall fund balance for the year to \$182,809, which is \$142,602 more than at the start of the fiscal year.

Balance Sheet-

The detailed balance sheet as of December 30, 2020 is attached (Attachment A).

The fixed asset balances, net of depreciation, include \$2,110,214 in Transit funds, \$0 in the Government-wide funds, and \$18,047 in the Parking System funds of federalized/state obligations. Should the District choose to liquidate a federalized/state asset, permission from the governmental agency is required and their obligation takes priority.

Additional Information:

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

Attachments:

- A. December Financial Statement
- B. Rental Car Mitigation Fees Report

**Tahoe Transportation District
Balance Sheet
As of December 31, 2020**

	TOTAL	General	CIP	Transit	PS	GFA
ASSETS						
Cash & Equivalents	1,649,692	791,772	(303,420)	1,003,036	158,305	
Accounts Receivable	2,550,139	17,575	678,507	1,854,057		
Prepays	97,641	45,634		52,007		
Inventory	313,951			304,652	9,299	
*Capital Assets, Net Depreciation	2,268,148			2,245,590	22,559	199
TOTAL ASSETS	6,879,572	854,981	375,086	5,459,342	190,162	199
LIABILITIES						
Accounts Payable	383,426	12,785	270,447	100,194		
Deferred Revenues	742,439		102,523	632,562	7,353	
Nevada State Bank - LOC						
Insurance Payable						
EE Compensated Absences	131,971			131,971		45,020
TOTAL LIABILITIES	1,257,836	12,785	372,970	864,728	7,353	45,020
NET POSITION						
Invested in Capital Assets	2,537,810			2,507,459	30,351	1,398
Restricted	147,438			147,438		
Unrestricted	2,953,074	688,789		2,254,429	9,856	(49,965)
Assigned	47,202	45,000	2,202			
SUB TOTAL NET POSITION BALANCES	5,685,524	733,789	2,202	4,909,326	40,207	(48,567)
FY 21 Increase/(Decrease) to Fund Balance	(63,788)	108,408	(86)	(314,712)	142,602	3,746
TOTAL NET POSITION	5,621,736	842,197	2,116	4,594,614	182,809	(44,822)
TOTAL LIABILITIES & NET POSITION	6,879,572	854,981	375,086	5,459,342	190,162	199

* The fixed asset balances, net of depreciation, include \$2,110,214 in transit funds, \$0 in the governmental-wide fund account and \$18,047 in parking system funds of federalized / state obligations. Should the District choose to liquidate a federalized asset, permission from the governmental agency is required and their obligation takes priority.

**Tahoe Transportation District
Statement of Operations
July 1, 2020 through December 31, 2020**

	TOTAL	General	CIP	Transit	PS	GFA
Revenues						
Federal Grants	3,669,513		1,233,144	2,436,369		
State Funding	267,812		120,218	147,594		
Contributions	147,428	50,000	64,332	33,096		
General Revenues	254,886	198,194		56,692		
Charges for Services	461,890	126,877		145,224	189,789	
Special Items	2,019	78	43	1,893	5	
TOTAL REVENUES	4,803,549	375,150	1,417,737	2,820,868	189,794	0
Expenses						
Personnel	2,033,621	125,506	177,278	1,730,837		
Personnel - Compensated Absences	26,520			26,520		(4,945)
Contracts	1,075,773		1,062,174		13,599	
Fuel	97,180			97,180		
Depreciation	344,019			336,227	7,792	1,199
Other Operating	1,093,174	135,703	102,262	829,409	25,801	
ICAP - 10%	197,042		13,178	183,865		
Capital Outlay						
Interest	8	8				
Other Funding Sources		5,525	62,932	(68,457)		
TOTAL EXPENSES	4,867,337	266,742	1,417,823	3,135,580	47,192	(3,746)
FY 21 Increase / (Decrease) to Net Position	(63,788)	108,408	(86)	(314,712)	142,602	3,746

**Tahoe Transportation District
General Fund
Statement of Operations
July 1, 2020 through December 31, 2020**

	General Fund Activity					Actual vs Budget			Program YTD
	1st Qtr	Oct	Nov	Dec	2nd Qtr	YEAR TO DATE	Board Approved Budget	Var %	District Ops
Revenues									
General Revenues									
Admin Support	86,942	32,010	30,466	47,623	110,100	197,042	435,166	45.28%	197,042
Miscellaneous	1,152					1,152		-100.00%	1,152
Contributions	12,500	4,167	4,167	29,166	37,500	50,000	100,000	50.00%	50,000
Total General Revenues	100,594	36,177	34,633	76,789	147,600	248,194	535,166	46.38%	248,194
Charges for Services									
Administrative Fees	62,949	3,404	1,895	731	6,030	68,979	71,000	97.15%	68,979
Rental Car Mitigation Fees	38,445	1,958	1,771	15,725	19,454	57,899	60,000	96.50%	57,899
Total Charges for Services	101,394	5,362	3,666	16,456	25,483	126,877	131,000	96.85%	126,877
Special Items									
Sale of Fixed Assets									
Interest Revenue	14	5	54	5	64	78	120	65.14%	78
Total Special Revenues	14	5	54	5	64	78	120	65.14%	78
TOTAL REVENUES	202,002	41,544	38,354	93,250	173,147	375,150	666,286	56.30%	375,150
Expenses									
Operating									
Personnel	51,194	20,186	21,148	32,978	74,312	125,506	335,676	37.39%	125,506
Repairs & Maintenance							500	0.00%	
Insurance	5,621	1,874	1,873	1,873	5,620	11,241	22,434	50.11%	11,241
Facility Rent	11,379	3,660	3,959	3,756	11,374	22,753	46,445	48.99%	22,753
Telephone	3,143	1,824	1,050	1,050	3,925	7,067	13,560	52.12%	7,067
Supplies	4,795	1,195	2,033	1,913	5,141	9,936	25,652	38.73%	9,936
Advertising & Public Relations							2,100	0.00%	
Reproduction & Printing	202					202	1,184	17.02%	202
Postage							375	0.00%	
Dues, Subscriptions & Publications	4,737	236	735	879	1,850	6,587	26,865	24.52%	6,587
License & Permits							0	100.00%	
Professional Services	6,353	6,231	1,065	21,295	28,590	34,943	96,590	36.18%	34,943
Legal Services	4,695	3,693	2,508	2,232	8,433	13,129	45,000	29.18%	13,129
Auditing Services		17,000	5,000		22,000	22,000	35,000	62.86%	22,000
Bank Fee / CC Fees	400					400	1,000	40.00%	400
Transit Management - No Shore							12,000	0.00%	
Training		505		175	680	680	10,800	6.30%	680
Travel		20			20	20	12,960	0.15%	20
Events	130	173		100	273	403	3,575	11.27%	403
Taxes	2,698			2,723	2,723	5,421	12,000	45.18%	5,421
Miscellaneous Expenses	425	160	150	186	496	921	7,083	13.00%	921
Total Operating	95,772	56,756	39,519	69,161	165,436	261,209	710,799	36.75%	261,209
Capital Outlay									
Office & Equipment over \$5000									
Office & Equipment under \$5000									
CIP over \$5000									
Reimbursed Capital Expenses									
Total Capital Outlay	0	0	0	0	0	0	0	100.00%	0
Interest									
Interest Expense				8	8	8	2,450	0.32%	8
Total Interest Expense				8	8	8	2,450	0.32%	8
Other Financing Sources									

**Tahoe Transportation District
General Fund
Statement of Operations
July 1, 2020 through December 31, 2020**

	General Fund Activity					Actual vs Budget			Program YTD
	1st Qtr	Oct	Nov	Dec	2nd Qtr	YEAR TO DATE	Board Approved Budget	Var %	District Ops
Preventive Maint (In)									
Capital Outlay (In) Out									
Transfer (In) Out	2,645	1,938	942	0	2,880	5,525	2,486	222.24%	5,525
Total Other Financing Sources	2,645	1,938	942	0	2,880	5,525	2,486	222.24%	5,525
TOTAL EXPENSES	98,417	58,694	40,461	69,169	168,324	266,742	715,735	37.27%	266,742
Increase/(Decrease) to Net Position	103,585	(17,150)	(2,108)	24,081	4,823	108,408	(49,449)	-219.23%	108,408

**Tahoe Transportation District
CIP Fund
Statement of Operations
July 1, 2020 through December 31, 2020**

		CIP Fund				Actual vs Budget			Program YTD							
	1st Qtr	Oct	Nov	Dec	2nd Qtr	YEAR TO DATE	Board Approved Budget	Var %	US 50	Rec Travel	Bikeway / Parking / VPPP	Meeks / SR 89 (Fanny(Corridor Mgmt	Other CIP Projects	Transit Ops Projects	Program Total
Revenues																
Capital Grant & Contributions																
Surface Transportation Program (STP)	145,901	60,746	42,758	15,910	119,414	265,314	4,164,880	6.37%	158,651	106,663						265,314
Active Transportation Program (ATP)	373,215	264,684	3,437	214,201	482,321	855,537	913,900	93.61%				855,537				855,537
Congestive Mitigation & Air Quality (CMAQ)	49,323	3,110	735		3,845	53,168	771,000	6.90%	53,168							53,168
Highway Infrastructure Pgm (HIP)							561,961	0.00%								
STS Funding Alternatives (STSFA)							999,936	0.00%								
Federal Transportation Administration	9,702	9,703			9,703	19,405	6,585,438	0.29%							19,405	19,405
Office of Emergency Services (CalOES)								100.00%								
Transportation Alternative Programs (TAP)							239,212	0.00%								
Value Pricing Pilot Program (VVVP)	30,019			8,159	8,159	38,179	15,715	242.94%			38,179					38,179
State Planning								100.00%								
Prop 1B	13,785		19,587		19,587	33,372	61,632	54.15%							33,372	33,372
Low Carbon Transit Operations	17,265			6,873	6,873	24,138		-100.00%							24,138	24,138
Washoe County	53,321					53,321	388,400	13.73%			53,321					53,321
Douglas County							176,026	0.00%								
Conservancy	9,385					9,385		-100.00%						9,385		9,385
TMPO	1,542					1,542	4,031	38.26%					1,542			1,542
Contributions	15,355	6,823	9,464	32,690	48,977	64,332	751,055	8.57%			59,859				4,473	64,332
Total Capital Grants & Contributions	718,813	345,066	75,981	277,834	698,881	1,417,694	15,633,186	9.07%	211,819	106,663	151,359	855,537	1,542	9,385	81,388	1,417,694
Special Items																
Interest Revenue	28	7	5	3	15	43	0	-100.00%			40				3	43
Total Special Items	28	7	5	3	15	43	0	-100.00%	0	0	40	0	0	0	3	43
TOTAL REVENUES	718,842	345,073	75,986	277,837	698,896	1,417,737	15,633,186	9.07%	211,819	106,663	151,399	855,537	1,542	9,385	81,392	1,417,737
Expenses																
Personnel	91,488	29,431	33,931	22,427	85,789	177,278	330,440	53.65%	96,141	29,484	41,205	5,897	2,513	2,038		177,278
Contract Services	511,484	304,060	16,458	230,171	550,689	1,062,174	7,585,912	14.00%	96,193	77,683	32,148	848,803		7,347		1,062,174
Reproduction & Printing	281					281	500	56.20%			281					281
Rent Meeting Room							4,300	0.00%								
Supplies	920					920	1,550	59.34%			920					920
License & Permits	34		30		30	64		-100.00%	30		34					64
Advertising / Outreach							5,650	0.00%								
Expenses Continued																
Postage								100.00%								
Professional Services	19,917	1,421	17,101	12,298	30,820	50,738	141,320	35.90%	9,837	1,102	26,738				13,060	50,738
Administrative Fees	50,000					50,000	50,000	100.00%			50,000					50,000
Training							1,500	0.00%								
Travel - Per Diem							6,100	0.00%								
Travel - Commercial Air							2,000	0.00%								
Travel - Auto	34					34	2,100	1.62%			34					34
Dues & Subscriptions	90	45	45	45	135	225	500	45.00%				225				225
ICAP - 10%	6,457	2,343	2,830	1,547	6,720	13,178	35,166	37.47%	9,617	2,948		612				13,178

**Tahoe Transportation District
CIP Fund
Statement of Operations
July 1, 2020 through December 31, 2020**

	CIP Fund					Actual vs Budget			Program YTD							
						Board										
	1st Qtr	Oct	Nov	Dec	2nd Qtr	YEAR TO	Approved	Var %	US 50	Rec Travel	Bikeway / Parking / VPPP	Meeks / SR 89 (Fanny(Corridor Mgmt	Other CIP Projects	Transit Ops Projects	Program Total
Total Operating	680,706	337,301	70,395	266,488	674,185	1,354,891	8,167,038	16.59%	211,819	111,217	151,359	855,537	2,513	9,385	13,060	1,354,891
Capital Outlay																
Equipment / CIP over \$5000	40,752	9,703	6,527	11,475	27,705	68,457	4,989,634	1.37%							68,457	68,457
Equipment / CIP under \$5000							129,000	0.00%								
Property Acquisition							2,350,000	0.00%								
Reimb Capital Expenses	(40,752)	(9,703)	(6,527)	(11,475)	(27,705)	(68,457)	(7,468,634)	0.92%							(68,457)	(68,457)
Total Capital Outlay	0	0	0	0	0	0	0	100.00%	0	0	0	0	0	0	0	0
Other Financing Sources																
Preventive Maint (In)																
Capital Outlay (In) Out	40,752	9,703	6,527	11,475	27,705	68,457	7,468,634	0.92%							68,457	68,457
Transfer (In) Out	(2,645)	(1,938)	(942)		(2,880)	(5,525)	(2,486)	222.24%		(4,554)			(971)			(5,525)
Total Other Financing Sources	38,107	7,765	5,585	11,475	24,825	62,932	7,466,148	0.84%	0	(4,554)	0	0	(971)	0	68,457	62,932
TOTAL EXPENSES	718,813	345,066	75,981	277,963	699,010	1,417,823	15,633,186	9.07%	211,819	106,663	151,359	855,537	1,542	9,385	81,517	1,417,823
Increase / (Decrease) to Fund Balance	28	7	5	(126)	(114)	(86)	0	-100.00%	0	0	40	0	0	0	(126)	(86)

Tahoe Transportation District
Transit Fund
Statement of Operations
July 1, 2020 through December 31, 2020

	TO Fund Activity					Actual vs Budget			Program YTD
	1st Qtr	Oct	Nov	Dec	2nd Qtr	YEAR TO DATE	Board Approved Budget	Var %	Transit Operations
Revenues									
Grants & Contributions									
FTA 5311	620,891	199,407	202,698	306,138	708,243	1,329,134	3,088,411	43.04%	1,329,134
FTA 5307	502,970	198,126	206,139		404,265	907,235	1,628,851	55.70%	907,235
CMAQ - 5307				200,000	200,000	200,000	450,000	44.44%	200,000
TDA - LTF				131,225	131,225	131,225	1,157,358	11.34%	131,225
TDA - STA							572,403	0.00%	
TDA - SGR	16,370					16,370	91,572	17.88%	16,370
NV State Parks							0	100.00%	
Sac Emergency Clean Air							400,000	0.00%	
Hybrid Voucher Incentive Pgm							43,114	0.00%	
Contributions	780			32,316	32,316	33,096	43,674	75.78%	33,096
Total Grants & Contributions	1,141,011	397,533	408,837	669,679	1,476,049	2,617,060	7,475,383	35.01%	2,617,060
Charges for Services									
FareBox Revenue	56,357	27,410	24,729	36,729	88,867	145,224	201,652	72.02%	145,224
Pass Sales							0	100.00%	
Advertising Revenue							0	100.00%	
Total Charges for Services	56,357	27,410	24,729	36,729	88,867	145,224	201,652	72.02%	145,224
Special Items									
Sale of Fixed Assets	1,676					1,676	2,500	67.03%	1,676
Miscellaneous	21	6	9	12	27	48		-100.00%	48
Insurance Claim Revenues	56,644					56,644		-100.00%	56,644
Interest Revenue	121	39	39	17	96	217	1,790	12.13%	217
Total Special Items	58,462	45	48	29	123	58,584	4,290	1365.61%	58,584
TOTAL REVENUES	1,255,829	424,988	433,614	706,437	1,565,039	2,820,868	7,681,325	36.72%	2,820,868
Expenses									
Operating									
Personnel	772,310	263,376	284,432	437,240	985,048	1,757,357	4,118,156	42.67%	1,757,357
Vehicle Fuel	46,741	15,145	16,526	18,768	50,439	97,180	315,720	30.78%	97,180
Sales Tax on Fuel	182			184	184	366	735	49.80%	366
Repair and Maintenance	225,714	49,891	29,323	56,595	135,809	361,523	879,655	41.10%	361,523
Insurance	60,417	24,097	20,798	20,301	65,196	125,612	311,427	40.33%	125,612
Reproduction & Printing	1,496	315		635	950	2,446	22,105	11.06%	2,446
Facility Rent	36,290	12,109	12,109	12,109	36,326	72,616	145,758	49.82%	72,616
Facility Utilities	12,807	4,208	5,782	10,190	20,180	32,987	72,746	45.35%	32,987
Telephone	6,673	3,180	2,417	2,294	7,891	14,564	28,968	50.28%	14,564
Expenses Continued									
Supplies	20,407	3,186	9,355	5,367	17,908	38,315	93,665	40.91%	38,315
Advertising & Public Relations	6,107	298	125	356	779	6,886	85,000	8.10%	6,886
License & Permits							953	0.00%	
Dues, Subscriptions and Publications	2,145	69	303	382	754	2,899	6,557	44.21%	2,899
Professional Services	70,044	22,463	32,422	34,242	89,127	159,172	395,608	40.23%	159,172
Bank Fees	1,179	363	359	429	1,151	2,330	5,481	42.50%	2,330
Training		1,484	145		1,629	1,629	25,500	6.39%	1,629
Travel	177	62	32	78	172	349	33,088	1.05%	349
Reimbursed Travel								100.00%	
Miscellaneous Expenses	1,527	942	104	670	1,716	3,243	48,000	6.76%	3,243

JS/ja

Tahoe Transportation District
Transit Fund
Statement of Operations
July 1, 2020 through December 31, 2020

	TO Fund Activity					Actual vs Budget			Program YTD
						Board			
	1st Qtr	Oct	Nov	Dec	2nd Qtr	YEAR TO DATE	Approved Budget	Var %	Transit Operations
Grant Match	1	(1)		4,472	4,472	4,473	631,114	0.71%	4,473
ICAP - 10%	80,485	29,667	27,636	46,076	103,379	183,865	400,000	45.97%	183,865
Depreciation Expense	170,099	57,726	53,813	54,588	166,127	336,227	853,580	39.39%	336,227
Total Operating	1,514,800	488,581	495,680	704,977	1,689,238	3,204,038	8,473,816	37.81%	3,204,038
Capital Outlay									
Equipment under \$5000							139,308	0.00%	
Disposal of Fixed Assets							20,000	0.00%	
Reimbursed Capital Expenses							0	100.00%	
Total Capital Outlay	0	0	0	0	0	0	159,308	0.00%	0
Other Financing Sources									
Capital Outlay (In) Out	(40,752)	(9,703)	(6,527)	(11,475)	(27,705)	(68,457)	(7,468,634)	0.92%	(68,457)
Transfer (In) Out								100.00%	
Total Other Financing Sources	(40,752)	(9,703)	(6,527)	(11,475)	(27,705)	(68,457)	(7,468,634)	0.92%	(68,457)
TOTAL EXPENSES	1,474,048	478,878	489,153	693,502	1,661,533	3,135,580	1,164,490	269.27%	3,135,580
Increase / Decrease) to Fund Balance	(218,219)	(53,890)	(55,539)	12,935	(96,493)	(314,712)	6,516,835	-4.83%	(314,712)

Tahoe Transportation District
Parking Systems Fund
Statement of Operations
July 1, 2020 through December 31, 2020

	Parking System Activity					Actual vs Budget			Program YTD
	1st Qtr	Oct	Nov	Dec	2nd Qtr	YEAR TO DATE	Board Approved Budget	Var %	Parking System Operations
Revenues									
General Revenues									
Contributions							7,000	0.00%	
Total General Revenues							7,000	0.00%	
Charges for Services									
Parking Revenue	129,490	34,038	20,346	5,915	60,299	189,789	210,000	90.38%	189,789
Total Charges for Services	129,490	34,038	20,346	5,915	60,299	189,789	210,000	90.38%	189,789
Special Items									
Interest Revenue	1	1	1	1	4	5	0	-100.00%	5
Total Special Revenues	1	1	1	1	4	5	0	-100.00%	5
TOTAL REVENUES	129,491	34,039	20,347	5,916	60,302	189,794	217,000	87.46%	189,794
Expenses									
Personnel							17,955	0.00%	
Contracts			13,599		13,599	13,599	89,430	15.21%	13,599
Professional Services							2,800	0.00%	
Rent / Lease							12,000	0.00%	
Advertising / Outrech							0	100.00%	
Supplies							1,500	0.00%	
Repairs & Maintenance							3,000	0.00%	
Admin Fees	12,949	3,404	1,895	731	6,030	18,979	21,000	90.38%	18,979
Travel - Auto							500	0.00%	
Bank / CC Fees	2,778	1,612	1,506	925	4,043	6,822	4,194	162.65%	6,822
Misc Fees							7,920	0.00%	
Depreciation	3,875	1,335	1,248	1,335	3,918	7,792	41,430	18.81%	7,792
TOTAL OPERATING EXPENSES	19,602	6,351	18,249	2,991	27,590	47,192	201,729	23.39%	47,192
Capital Outlay									
Equipment over \$5000								100.00%	
Equipment under \$5000								100.00%	
Total Capital Outlay	0	0	0	0	0	0	0	100.00%	0
Other Funding Sources - Revenues									
Revenues									
Capital (In) Out								100.00%	
Transfers (In) Out								100.00%	
Total Other Financing Sources	0	0	0	0	0	0	0	100.00%	0
Total Expenses and Other Funding Sources	19,602	6,351	18,249	2,991	27,590	47,192	201,729	23%	47,192
Increase /(Decrease) to Fund Balance	109,889	27,688	2,099	2,926	32,712	142,602	15,271	933.81%	142,602

Tahoe Transportation District
RCMF Schedule
FY 20 vs FY 21

				1st Qtr				2nd Qtr		
FY 20	July	Aug	Sept	Total	Oct	Nov	Dec	Total	FY 20 Total	Days
Avis	5,412.00	4,625.50	3,030.50	13,068.00	2,689.50	1,193.50	1,193.50	5,076.50	18,144.50	
Budget	2,040.50	1,699.50	1,325.50	5,065.50	874.50	467.50	726.00	2,068.00	7,133.50	
Enterprise			19,563.50	19,563.50			6,902.50	6,902.50	26,466.00	
Hertz			9,267.50	9,267.50			5,329.50	5,329.50	14,597.00	
Total	7,452.50	6,325.00	33,187.00	46,964.50	3,564.00	1,661.00	14,151.50	19,376.50	66,341.00	12,062

				1st Qtr				2nd Qtr		
FY 21	July	Aug	Sept	Total	Oct	Nov	Dec	Total	FY 21 Total	
Avis	2,541.00	2,601.50	2,145.00	7,287.50	1,259.50	1,028.50	1,936.00	4,224.00	11,511.50	
Budget	968.00	1,045.00	561.00	2,574.00	698.50	742.50	412.50	1,853.50	4,427.50	
Enterprise			26,779.50	26,779.50			10,340.00	10,340.00	37,119.50	
Hertz			1,804.00	1,804.00			3,036.00	3,036.00	4,840.00	
Total	3,509.00	3,646.50	31,289.50	38,445.00	1,958.00	1,771.00	15,724.50	19,453.50	57,898.50	10,527

				1st Qtr				2nd Qtr	Variance -
Variance	July	Aug	Sept	Total	Oct	Nov	Dec	Total	Total
Avis	-2,871.00	-2,024.00	-885.50	-5,780.50	-1,430.00	-165.00	742.50	-852.50	-6,633.00
Budget	-1,072.50	-654.50	-764.50	-2,491.50	-176.00	275.00	-313.50	-214.50	-2,706.00
Enterprise	0.00	0.00	7,216.00	7,216.00	0.00	0.00	3,437.50	3,437.50	10,653.50
Hertz	0.00	0.00	-7,463.50	-7,463.50	0.00	0.00	-2,293.50	-2,293.50	-9,757.00
Total	-3,943.50	-2,678.50	-1,897.50	-8,519.50	-1,606.00	110.00	1,573.00	77.00	-8,442.50

MEMORANDUM

Date: March 8, 2021

To: Tahoe Transportation District (TTD) Board of Directors

From: TTD Staff

Subject: Informational Update on Rate Structure Modifications, Signage, and Non-Compliance for the Park Tahoe Parking Management Program for Nevada State Route 28

Action Requested:

It is requested the Board review the staff report on the rate structure modifications and draft signage. No other action is requested at this time, but Staff welcomes any feedback at the contact information below.

Fiscal Analysis:

All expenditures associated with this item for the fiscal year are in the approved FY21 budget. Current expenditures associated with the setting up of both the parking meter and non-compliance systems were funded through a variety of existing mechanisms, including the Value Pricing Pilot Program (VPPP) grant, Washoe County funds, and parking meter revenue.

Work Program Impact:

All work associated with this effort is captured under respective elements of the approved FY21 Work Program and will be included in the FY22 work program, with corresponding allotted staff time.

Background:

At the January 22, 2021 Board meeting, the Board approved Ordinance No. 2021-01, which formalized the Park Tahoe Parking Management Program to provide for parking operations, including the collection of parking fees by TTD for the benefit of the corridor safety and access. The program further authorizes the District Manager or his/her designee to collect fees, maintain responsibility for the administration, operation, maintenance and use of parking meters/kiosks within the Park Tahoe System. As such, the ordinance defines necessary elements, such as metered parking spaces, parking time limitations, revenue collection and administration and operations, etc. As with any fee collection program, parking fees require establishing policies around non-compliance. At the February 12, 2021 Board meeting, the Board approved the rate structure for the Non-Compliance Park Tahoe Program and directed staff to seek vendor services to provide the non-compliance program developed as a part of the overall Parking Management Program developed through the VPPP for the North Trailhead Parking Lots.

The rate structure approved by the Board was based on a 15% non-compliance rate assumption as follows:

First Notice on Windshield	\$30
First Notice written paid within 30 days	\$30
Second Notice paid within the following 30 days	\$60
Third Notice paid within the following 30 days	\$100

After 90 days, unpaid notices are automatically sent to collections.

Note: The violator, upon paying the notice of non-compliance, will also be paying the vendor a \$4 convenience fee and a 28.5% service charge on the above rate structure.

TTD began collecting meter revenue at the North Lots on July 27, 2020 as a demand-based parking system that looks to cover the costs of parking fees separate from non-compliance collection and administration, while encouraging paid parking compliance through simple memorable messaging so as to minimize non-payment collection. The program approach establishes a financial system that will track the metered parking system and prioritized investments and the non-compliance system separately, yet roll up for a total picture of the Park Tahoe Parking Management Program. Keeping the non-compliance system separate simplifies the analysis of cost per notice for future rate structure changes, facilitate monitoring the vendor’s success in obtaining payment, and provide easily obtainable future data sets, should it become necessary for Nevada Revised Statute or code changes regarding non-compliance programs and paid parking. This program focuses only on the paid parking lots for enforcement or non-compliance of the paid parking meters under the Park Tahoe Parking Management System. The illegal shoulder parking is another matter and not TTD’s lead, but TTD will continue to be involved helping to resolve as part of the Corridor Management Team (CMT).

Discussion:

TTD will be working with CMT Public Information Officers on joint outreach efforts for 2021 operations and installing signs throughout the parking lots encouraging paying at the meter and not risking a notice/ticket with the maximum non-compliance amount listed. A Parking Ambassador will be available to the public during peak periods to answer questions on the parking program and to issue non-compliance notices. Three signs have been developed and are in draft format, one to streamline the parking meter Fee Chart and two regarding non-compliance signage (Attachment A). Two will go by the meters at eye level, the third will be sprinkled around the parking lot as friendly reminder to pay - “Don’t Risk a Fine.”

Staff is seeking input from the CMT and engaging in outreach to individuals to review and provide input on the signage messaging and readability. The group is comprised of a mix of user types: Gen x, Millennials, Boomers, Incline residents, Reno residents, and Bay Area residents. The Board or community may reach out to the contact information below with additional feedback on the signage. Staff will incorporate stakeholder feedback into the final design.

As recommended in the SR28 2020 Monitoring Report, Staff has simplified the rate structure

(Fee Chart-Attachment B) in two primary ways: 1) removing one full column “Other Summer” rates and relabeling the heading for “Peak Summer” column as “Summer”. Based on usage, the Summer timeframe is now tied to a more traditional summer view of Memorial Day through Labor Day weekend; and, 2) The 50 cent hourly charges were removed based on customer’s feedback and the rows of hours were collapsed to simplify the table. The corresponding adjusted hourly rate went up and down depending on peak periods and is intended to keep the revenues comparable to the 2020 pricing plan.

When reviewing the signage, the CMT and the public group are asked their perceptions of the Fee Chart and whether certain concepts are clearly understood, such as hourly rates, holiday time periods, and preference on certain messages on the non-compliance signs. Questions include the following:

- 1) When you read the parking meter fee chart are you clear on what the rates are for parking at the East Shore Trail?
- 2) Are you clear that the chart rates are Per Hour?
- 3) Is understanding exactly what you will pay per hour important to you? Or do you prefer to quickly pay and get going on your day?
- 4) In reviewing the last column, the holiday weekend rates on the fee chart, do the holidays like Memorial Day, Fourth of July, Labor Day need to be specified?
- 5) The sign says not paying or underpaying could cost you \$43 to \$150. More specifically, \$43 if you pay within 30 days up to \$150 if you don’t pay for 90 days. Do the ranges \$43 to \$150 sound more reasonable to a visitor? Or should we be more succinct and say: “may result in a fine up to \$150?”
- 6) Which sign communicates more clearly: Park Safe, Park Smart, or Pay before you Play?

Partners will work collaboratively on outreach campaigns on social media, websites and news media alerting the public that the parking lot meter payments will be enforced, promoting ‘come early, come late, and pay a lower rate,’ and in general, educating the public on shoulder parking and transit to trails options to serve the peak demand. Data from successful parking programs like those in Sacramento support that a well-designed parking program can reduce non-compliance, which is the goal for TTD. Staff will monitor revenues and expenditures of the Park Tahoe Parking Management Program and utilize the data to evaluate the demand-based program and adjustments that may be needed to it. Staff will also be bringing the vendor contract for compliance services to the Board for approval at the April meeting.

Staff is seeking feedback from the Board on the signage and Fee Chart and will return to the board in April with a request for approval on the contract and fee chart.

Additional Information:

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

Attachments:

- A. Draft Signage
- B. Fee Chart

Park safe. Park smart.



7AM TO 7PM MARCH - NOV.

- 1 Don't Forget Your License Plate Number ~ Receipt In Windshield Not Necessary
- 2 Credit Card Only ~ Pay At Any Parking Kiosk
- 3 Touch Screen To Begin
- 4 Instructions Next To Screen + License Plate Entry Examples On Side Of Kiosk

Don't risk a fine.

You could be fined from \$43 up to \$150. Per Tahoe Transportation District Ord. 2021-01

Do support the trail.

Your parking fees help maintain the Tahoe East Shore Trail.



TahoeTransportation.org/parking

NO OVERNIGHT PARKING 11PM TO 5:30AM

Pay before you play.



7AM TO 7PM MARCH - NOV.

per hour fees apply with free parking 5:30am-7am and 7pm-11pm.

Paying is easy.

- 1** Don't Forget Your License Plate Number ~ Receipt In Windshield Not Necessary
- 2** Credit Card Only ~ Pay At Any Parking Kiosk
- 3** Touch Screen To Begin
- 4** Instructions Next To Screen + License Plate Entry Examples On Side Of Kiosk

Don't risk a fine. You could be fined from \$43 up to \$150.

Per Tahoe Transportation District Ord. 2021-01

Your parking fees help maintain the Tahoe East Shore Trail.



NO OVERNIGHT PARKING 11PM TO 5:30AM

MARCH - NOV.



Pay before you play.

- 1** To avoid a fine with a \$43 up to \$150 fine.
Per Tahoe Transportation District Ord. 2021-01

- 2** Your parking fees help maintain
the Tahoe East Shore Trail.



**PAY AT ANY PARKING KIOSK.
NO OVERNIGHT PARKING 11PM TO 5:30AM**

MARCH - NOV.



**Don't risk
a fine.**

Fines for not paying or under-paying:
from **\$43** up to **\$150**.

Per Tahoe Transportation District Ord. 2021-01

Your parking fees help maintain the Tahoe East Shore Trail.



**PAY AT ANY PARKING KIOSK.
NO OVERNIGHT PARKING 11PM TO 5:30AM**

Hourly Rates



7AM TO 7PM MARCH - NOV.

COME EARLY • COME LATE • PAY A LOWER RATE

FREE from 5:30am to 7am and 7pm to 11pm.

	SPRING March 1 – May 23 FALL Sept. 10 – Nov. 30		SUMMER May 24 – Sept 9		HOLIDAYS 4 Day Period
HOURS	M-Th	F-Sun	M-Th	F-Sun	
7am-9am	\$1	\$1	\$1	\$1	\$4
9am-11am	\$3	\$4	\$4	\$6	\$6
11am-3pm	\$4	\$5	\$6	\$7	\$7
3pm-5pm	\$3	\$4	\$4	\$6	\$6
5pm-7pm	FREE		\$1	\$1	\$4

- 1 License Plate # Required ~ Receipt In Windshield Not Necessary
- 2 Credit Card Only ~ Pay At Any Parking Kiosk
- 3 Touch Screen To Start ~ More Info On Meter



Your parking fees help maintain the Tahoe East Shore Trail.

TahoeTransportation.org/parking

NO OVERNIGHT PARKING 11PM TO 5:30AM

MEMORANDUM

Date: March 9, 2021

To: Tahoe Transportation District (TTD) Board of Directors

From: TTD Staff

Subject: Review and Acceptance of the Quarterly Transit Report for the Second Quarter of Fiscal Year 2021

Action Requested:

It is requested the Board review and accept the quarterly transit report for the second quarter of fiscal year 2021 (FY21).

Background:

This report summarizes the quarterly status and efforts of TTD's transit program from October 1 through December 31, 2020.

Highlights:

- ✓ Ridership rebounds with a system-wide gain
- ✓ Mask mandates result in several Operator assaults
- ✓ Bijou Bus Shelter completed before winter 2021
- ✓ Proterra provides set delivery schedule
- ✓ Liberty Utilities (Liberty) completes next phase of the LTCC Mobility Hub's electrical work
- ✓ Operator shortage becoming acute
- ✓ Operator trainings continue

Transit Operations Report:

Ridership improvements continued through the quarter. The system saw its first system-wide recovery with a year-over-year ridership gain of one percent. Zero-fare service is promoting transit and improving access during an otherwise difficult time for the community.

This stabilization of the system's ridership, which started to occur in the first quarter of FY 2021, persisted until early December when a stay-at-home order went into effect for the greater Sacramento Region, including El Dorado County. The stay-at-home order remained in effect beyond the remainder of the year.

Ridership on local Community Connections (Routes 50 and 55) continued its strong recovery over the past two quarters. This quarter closed with a six percent ridership gain which maintains the upward trend from prior quarters: a three percent increase by the end of the first quarter of FY 21 following a 46 percent decline at the close of the fourth quarter of FY 20.

System Ridership Q2 FY 2021										
Route		OCTOBER		NOVEMBER		DECEMBER		Q2 TOTALS		% +/- vs. Q2 2021
		2020	2019	2020	2019	2020	2019	FY 2021	FY 2020	
SLT Mainline	50	11,657	8,434	10,157	8,669	10,980	13,112	32,794	30,215	9%
SLT	55	6,273	5,910	6,047	5,474	6,356	6,752	18,676	18,136	3%
Community Connections		17,930	14,344	16,204	14,143	17,336	19,864	51,470	48,351	6%
Minden/Carson	19X	883	892	679	875	746	783	2,308	2,550	-9%
SLT/Kingsbury/Minden (Hybrid)	22	1,659	1,710	1,489	1,756	2,203	2,062	5,351	5,528	-3%
Regional Connections		2,542	2,602	2,168	2,631	2,949	2,845	7,659	8,078	-5%
Paratransit	544	1,411	662	1,093	650	1,327	1,856	3,831	3,831	-52%
System Total		21,016	18,357	19,034	17,867	20,935	24,036	60,985	60,260	1%
Average Daily Trips by Month	678	592	634	596	675	775	663	655		
Farebox*		\$ 3	\$33,320	\$ 2	\$29,926	\$ 4	\$43,426	\$ 9	\$106,672	-100%

*On April 12, 2020, zero-fare service commenced on all transit routes to make travel safer in response to COVID-19.

Regional Connections (Routes 19x and 22) saw a similar recovery with the second quarter of FY 21 closing with only a five percent decline in ridership—a marked improvement over prior quarters. The first quarter of FY 21 closed with a 22 percent decrease in ridership, which followed a 52 percent decline at the close of the final quarter of FY 20.

Paratransit ridership remained on its slow-but-steady recovery and was down by 52 percent for the quarter. This was not entirely unexpected as paratransit serves a largely vulnerable population of the community and continues to be the most heavily impacted service by the COVID-19 pandemic as many paratransit riders continued to shelter in place. Exacerbating the effects of the pandemic was the closure of the Choices Transitional Services, a day program for individuals with disabilities, whose attendees were regular riders. Still, even paratransit's slower rebound is a notable improvement from its 64 percent decline in the prior quarter and an 81 percent decline in the last quarter of FY 20.

Face coverings continued to be mandatory for all passengers on transit buses and in transit facilities. The requirement remained consistent with State of California and Nevada mandates as well as the Center for Disease Control's (CDC) recommendation to wear face coverings in public settings where other physical distancing measures are difficult to maintain.

Rider compliance with these mandates proved difficult, particularly for Bus Operators. Two Bus Operators and one Road Supervisor were physically assaulted after enforcing the face covering requirement. Additionally, the District closed the transit centers at Stateline and the Y when not staffed, due to individuals ignoring the mandates for masks, not social distancing, and the failure to follow the direction of Road Supervisors.

TTD continued to monitor and implement current recommendations from local, state, and federal health officials including:

- Physical distancing (asking the community to continue maintaining a minimum of six feet between transit operators and passengers and to also observe the buffer zone of empty seats around transit operators)
- Back-door entry/exiting, when possible
- Enhanced cleaning and disinfection
- Use of alcohol-based hand sanitizer, available on all buses and in transit centers

TTD also continued policies to combat COVID-19, including daily and nightly sanitizing of bus contact surfaces; use of gloves and face coverings; contingency planning for transit services and operations; daily communications with local health and emergency services officials; virtual meetings; and remote work for employees who could do so.

Fleet & Facilities:

Maintenance Technicians completed 727 work orders this quarter and responded to 101 road calls for service. The improvement of fleet reliability was maintained, though challenges to fleet maintenance are expected to persist until aging buses can be replaced and a new Maintenance and Administration Facility is constructed. TTD's capacity for funding capital assets remains severely limited without the availability of competitive local match sources.

Bijou Bus Shelter Update:

The Bijou Bus Shelter project relocated an existing, underutilized bus shelter to a newly constructed, ADA-accessible bus pad at the corner of Herbert Avenue and Spruce Avenue within South Lake Tahoe's Bijou neighborhood. The shelter is utilized by local fixed-route bus passengers on Route 55 which connects members of the Bijou community to South Lake Tahoe's main artery, US Highway 50.



The completed Bijou Bus Shelter at Herbert Avenue and Spruce Avenue is directly across from Bijou Community School.

TF/ja

AGENDA ITEM: VI.C.

The project was fully funded by California's Low Carbon Transit Operations Program.

Mobility Hub and Electric Infrastructure Update:

Proterra provided a set schedule for delivery of TTD's 35-foot battery-electric bus (BEB) fleet and its associated charging equipment. The BEB fleet is scheduled to arrive in late July of this year!

Staff continued coordination with Liberty and Lake Tahoe Community College (LTCC) staff to establish the electrical feed necessary to bring power to the LTCC Mobility Hub from Al Tahoe Boulevard. Project meetings continued between Staff, Liberty, and LTCC as the next phase of work was planned in preparation for the installation of charging equipment and in anticipation of the deployment of electric buses in 2021. The team worked to complete construction immediately following approval of Liberty's permit and upon the hiring of their electrical contractor. All conduit and pad installation was completed. Vaults and bollards were set. Wiring was pulled from Al Tahoe to the LTCC Mobility Hub.

Recruitment and Retention:

General conditions surrounding COVID-19 continued to exacerbate overall recruitment and retention challenges. Some operators became increasingly uncomfortable driving in the current operating environment, even with stricter safety protocols. In some cases, the stricter protocols, such as mask mandates, have put Operators in confrontational situations with passengers refusing to comply. Additionally, several other factors have played into the shortage in Bus Operators: relocation out of the area, resignation, reclassification to extra board Operators, and Operators who are ready for retirement and/or a reduction in hours.

Meanwhile, the springtime closures of both California and Nevada's Department of Motor Vehicles (DMV) continued to cause backlogs of trainees waiting on commercial driver license (CDL) testing. The relocation of the Nevada DMV to a new facility and training of new examiners has further delayed CDL testing dates.

In an effort to amplify recruitment efforts, the 11 x 7 foot banner which reads, "Hiring Now," remains posted at the South Y Transit Center. It is visible to motorists, pedestrians, cyclists, and other users passing through the intersection. An electronic banner was posted in the first quarter of FY 21 remains displayed on the homepage of TTD's new website. Paid advertisements continued to be posted and/or announced on the various outlets such as Mass Transit, AARP, Hire Me Nevada, Reno Help Wanted, Facebook, Indeed, Craigslist, and Word of Mouth Jobs.



TTD also continued to refresh position postings with partners such as LTCC, University of Nevada Reno, Sierra College's Tahoe-Truckee Campus, Tahoe Meadows Community College, California Conservation Corps, and Douglas County Community Services. Lastly, refreshed signage reading, "Now Hiring, call 775-589-5500," is also being prepared for the back of the buses, along with any and all participation in job fair opportunities.

TF/ja

AGENDA ITEM: VI.C.

Training:

Safety trainings continued. October safety meetings covered Winter Driving and Chaining. November safety meetings covered Lift Operation and Securement. No safety meetings were offered in December. All topics were offered in an in-person format with numerous time and date options to maintain social distancing protocol and group size limitations. For anyone unable to make it to any of the various time and dates provided, alternatives were available.

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: March 9, 2021

To: Tahoe Transportation District (TTD) Board of Directors

From: TTD Staff

Subject: Authorize the District Manager to Enter into a Purchase Agreement with Washoe County School District for the Property at 771 Southwood Boulevard, Incline Village, NV for Evaluation of 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 authorize the District Manager to enter into a purchase agreement with Washoe County School District (WCSD) for the property at 771 Southwood Boulevard, Incline Village, NV for evaluation of 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 once all the following conditions are met: 1) TRPA programs the NDOT funds in the FTIP; 2) Washoe County awards the necessary matching funds; 3) Legal Counsel reviews the agreement for federal compliance; and 4) WCSD agrees to all terms and conditions.

Fiscal Analysis:

The East Shore Trail is an approved Washoe County-1 (WC-1) project as part of the larger Nevada Stateline to Stateline Bikeway Project. Washoe County has indicated there are sufficient WC-1 funds remaining to support an amendment (amendment #4) to their agreement with TTD for the planning and development of a potential mobility center in Incline Village. TTD has requested authorization to use the remaining WC-1 funds in the amount of \$285,000. This request is pending before the Washoe County Board of Commissioners.

TTD has been awarded \$1.956 million from Title 49 of the US Code Section 5339 Bus and Bus Facilities fund program through the Nevada Department of Transportation (NDOT) and with the concurrence of the Federal Transit Administration (FTA) for protective acquisition.

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:

TTD Board Direction: On September 9, 2019, the Board approved acquiring the old elementary school site located at 771 Southwood Blvd. in Incline Village from WCSD and

authorized the District Manager and Legal Counsel to develop cooperative agreements on funding, pursue due diligence, and develop an acquisition funding package and timeline. This work is nearly complete.

National Environmental Policy Act (NEPA): On July 29, 2020, NDOT received FTA's Categorical Exclusion (CE) Concurrence for Real Property Protective Acquisition Claim (Attachment A). FTA's review concluded that the project qualifies as a categorical exclusion under 23 CFR Part 771.118(c)(6), Acquisition or Transfer of the Interest in Real Property:

"Acquisition or transfer of an interest in real property that is not within or adjacent to recognized environmentally sensitive areas (e.g., wetlands, non-urban parks, wildlife management areas) and does not result in a substantial change in the functional use of the property or in substantial displacements."

TTD has been using the old elementary school property for a seasonal transportation hub. On August 13, 2019, WCSD adopted a resolution of intent to sell the property. Upon acquisition, the transit use of the property will remain consistent with the current use. FTA's review found that the project: is not within or adjacent to recognized environmentally sensitive areas; does not result in a substantial change in the functional use of the property; or result in substantial displacements.

Grant Awards: TTD's request to use WC-1 funds in the amount of \$285,000 is pending before the Washoe County Board of Commissioners.

TTD has been awarded \$1.956 million from Section 5339 Bus and Bus Facilities for the purchase of the site (Attachment B) and NDOT has indicated another \$1.2 million of Section 5339 funds are available for demolition and asbestos abatement. These funds are waiting to be programmed in the Federal Transportation Improvement Program (FTIP) so a grant agreement can be executed.

The purchase and demolition costs are based on an April 2019 appraisal prepared for WCSD in anticipation of sale and confirmed by a November 2020 appraisal prepared for NDOT, TTD, and concurred with by the FTA (Attachment C).

Washoe County School District Action: In September 2020, WCSD trustees too an affirmative action at two separate board meetings to sell the property to TTD for \$2.35 million.

Pending Approvals: These approvals are pending TTD Board action authorizing entering into a purchase agreement (Attachment D) with WCSD.

FTIP The purpose of the FTIP is to identify all transportation-related projects that require federal funding or other approval by the Federal Highway Administration (FHWA) or the FTA. The FTIP indicates the area's short-term plan for use of federal dollars and other resources for the maintenance, operation, and improvement of the transportation system and the achievement of federal air quality standards over the next four federal fiscal years.

The FTIP lists specific projects and the anticipated schedule and cost for each phase of a project, which in this case is acquisition. Any project phase included in the FTIP means that phase is expected to begin during the four-year timeframe of the FTIP.

Inclusion of a project in the FTIP signifies the start of implementation of the programs and policies approved in the Tahoe Metropolitan Transportation Agency's (TMPO) Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS). The FTIP identifies commitments of funding (Attachment E) and signifies that a project is ready to move ahead.

The protective acquisition of the 771 Southwood Boulevard meets all the requirements for inclusion in the FTIP. An FTIP amendment is anticipated to be processed by TRPA brought to TTC for recommendation and the TMPO for approval in April.

Washoe County Board of Commissioners TTD has requested authorization to the use remaining WC-1 funds in the amount of \$285,000. This request is pending before the Washoe County Board of Commissioners. These funds will provide the matching dollars for the NDOT Section 5339 funds and for the alternative site analysis and project development process funds available through Federal Highway Administration (FHWA) Surface Transportation Block Grant (STBG). The STBG funds were included and approved in a prior FTIP amendment adopted by the TMPO Board on February 24, 2021.

Consistency with Prior Plans: Planning for transit linking Incline Village to their neighboring communities and recreation areas within the State Route (SR) 28 corridor was adopted and reaffirmed through numerous planning efforts, including the following documents:

- State Route 28 National Scenic Byway Corridor Management Plan (adopted October 2013) <https://www.tahoetransportation.org/wp-content/uploads/2019/12/sr-28-cmp-for-web-131004.pdf>
- Linking Tahoe: Lake Tahoe Basin Transit Master Plan (adopted February 2017) <https://www.tahoetransportation.org/wp-content/uploads/2020/09/2017-June-6-Tahoe-TMP-adopted.pdf>
- Linking Tahoe: Corridor Connection Plan (adopted September 2017) <https://www.tahoetransportation.org/wp-content/uploads/2020/05/2017-Sept-Linking-Tahoe-CCP-Adopted.pdf>
- Linking Tahoe: RTP/SCS (adopted April 2017) <https://www.tahoetransportation.org/wp-content/uploads/2020/05/2017-Regional-Transportation-Plan-Final.pdf>
- Washoe County Tahoe Area Plan (adopted February 2021) https://www.washoecounty.us/csd/planning_and_development/tahoe_area_plan.php
- Short Range Transit Plan (adopted October 2017) <https://www.tahoetransportation.org/wp-content/uploads/2020/05/SRTP-Final-Board-adopted-10-2017-amended-12-2017-w-append.pdf>

Discussion:**Community Input and Stakeholder Support**

In February of this year, Washoe County adopted the Tahoe Area Plan. As part of the deliberation and consideration of a mobility hub and in recognition of the community needs, Washoe County is committing additional community planning work, in conjunction with TTD. TTD and Washoe County will work together through the next phases of planning a mobility hub to address both local and regional transportation needs.

At the January 2021 TTD Board meeting, Staff briefed the Board on the results from the ad hoc committee meetings on the Incline Village Mobility Hub. Staff and the committee discussed having two to three virtual town halls in the month of February with at least one being held during the day and one during the evening. The final schedule included four virtual Town Hall meetings and one Listening Session. The dates and times of those meetings are listed below:

VIRTUAL TOWN HALL MEETINGS

Thursday, February 11 at 7:00 p.m.

Friday, February 12 at 2:00 p.m.

Thursday, February 25 at 7:00 p.m.

Friday, February 26 at 2:00 p.m.

LISTENING SESSION

Friday, March 5 from 3:00 p.m. to 5:00 p.m.

The intent was educational and informative for all parties and to seek input on alternative sites for analysis. Notices in English and Spanish were produced and distributed to various community sites in Incline Village (Raley's, post office, laundromats, Country Club Center, Tahoe Incline Apartments, etc.). A media alert was released noting the dates and times. Social media posts (promoted and static) were also used to inform the public of the meetings. TTD established a website to house the information from the meetings and future planning processes. It can be found at <http://inclinevillagemobilityhub.org>. The website contains recordings of town halls and listening session, a copy of the presentation, a translation of the presentation into Spanish, and a Spanish language presentation as well. On March 4 and 11, Staff appeared on Lake Tahoe TV for short interviews and on March 5, Staff attended the Incline Village/Crystal Bay Community Forum chaired by Mr. Pete Todoroff.

Staff prepared a presentation (Attachment F) for the town hall meetings which introduced TTD, described the planning process, explored mobility hub concepts, and presented a tentative schedule. Protective acquisition was discussed in the context of the 771 Southwood Boulevard and how an alternatives analysis would still be required and conducted. The presentation also included data from the East Shore Express illustrating the growth and success over the years. Throughout the presentation, Staff emphasized there is not planned project for 771 Southwood Boulevard and that the site was being acquired to protect it for further analysis.

After each meeting's presentation, Staff would answer questions typed in by the attendees. Over the course of the four virtual town halls, TTD received approximately 200 questions.

The questions from the March 5 listening session are being transcribed and Staff anticipates provided those questions to the Board as soon as they are available. The audio file of the listening session will also be posted on inclinevillagemobilityhub.org.

Public Comment: Staff received some great questions that demonstrated the community's interest, involvement, and passion. Often actions are viewed as surprises to the public because they seem to appear without forethought. This can be jolting to those that have not followed the planning process over the years. However, as noted above, transit has long been planned as the key attribute for battling congestion in the basin. This is not a new concept and there has been consideration and consultation with the community over the past decade through numerous planning processes involving many partners and stakeholders, including Incline Village, TTD, TRPA, USFS, State Parks, and Washoe County.

While there were over 200 questions, the number of questions came from a relatively small group of stakeholders. The questions represent the interests of approximately 53 individuals. Four people asked more than 10 questions and two asked more than 25 each – over 90 questions were posed by six individuals.

Understandably, the questions focused heavily on the mobility hub **project** location rather than the **purchase** of 771 Southwood Boulevard. The idea that the purchase action equated to a project approval at 771 Southwood Boulevard was prevalent. Staff reiterated that no site has been selected and that no project has been defined. Some attendees expressed disbelief that a site alternative analysis would be conducted. Others preferred to comment anticipated project impacts should the site alternatives analysis conclude that 771 Southwood Boulevard is the preferred alternative. A few others expressed support for the idea and the community working together with TTD and the County.

An online petition declaring, "Say NO To A Transit Hub At The Old Elementary School." presents its own narrative about outcomes and intent. The text of the petition is below:

ATTENTION INCLINE RESIDENTS AND HOMEOWNERS:

The Tahoe Transportation District (TTD) is proposing buying the old Incline elementary school property and turning it into a transit hub, which will most likely involve parking for hundreds of cars and a bus stop for multiple bus routes. Other uses under consideration are a large communication tower and a shuttle between Reno and Incline. The appraisal done on the property concluded the best use would be affordable housing or a mixed use development - not a transit hub.

TTD failed to engage the Incline community in this project until the last minute. TTD has consistently hid the ball - scheduling last minute meetings, misrepresenting that the property has already been purchased, and failing to include the Spanish speaking members of the Incline community in the process.

The school property is located on a residential street (Southwood) and is bordered on two sides by residential communities. The purpose of a transit hub is to encourage drivers from outside of Incline to drive and park at the hub and then get on buses to other destinations like Spooner and Sand Harbor. No studies have been done to determine how the hub would impact traffic, safety, noise, crowds etc.

TTD is eager to move forward with the purchase because it has secured federal funds that are going to expire in June. TTD is proposing buying the property and selling it later if TTD decides not to use it. TTD should not be in the real estate

business. Rather, TTD should identify compatible locations and then move forward with a purchase. That is how master planning works - not the other way around.

There are other existing parking lots that are much better locations for a transit hub, such as Diamond Peak, Mt. Rose ski area, the Spitsen lumber lot and the old Ponderosa Ranch parking lot.

TTD has misrepresented that the Incline community supports this project, despite hundreds of residents signing letters against the project.

IF YOU DISAGREE, PLEASE SIGN THIS PETITION TO TELL TTD THAT YOU OPPOSE A TRANSIT HUB AT THE ELEMENTARY SCHOOL LOCATION!!

As of March 7, this petition had 1,217 supporters (Attachment G). The petition description does not accurately describe the planning, process, use, or decisions yet to be made. It is unknown if these supporters would oppose the protective acquisition of 771 Southwood Boulevard for inclusion in the alternatives analysis. It does reflect concerns, and it underscores the work that TTD must continue to do with outreach to have an informed discussion and engagement.

The Q & A section of the website (<https://www.inclinevillagemobilityhub.org/qsas>) contains the list of questions asked at the four Town Halls. Any repeated questions were grouped and they were then organized under the following themes:

- 1) General Questions (1-6)
- 2) Old Elementary School Site + Grant Funding (7-17)
- 3) Site Analysis (18-27)
- 4) East Shore Trail + Sand Harbor (28-33)
- 5) Parking + Site Use Cases (34-40)
- 6) Community Outreach Process + Inclusion (41-48)
- 7) Rider Data + Demand (49-56)
- 8) Transit Master Plan (57-64)
- 9) Congestion + Safety Issues (65-68)
- 10) Economic + Environmental Impacts (69-73)

One particular assertion made during the town halls was that 771 Southwood Boulevard was identified as an opportunity site in the draft - Incline Village General Improvement District (IVGID) Community Services Master Plan (adopted August 2019) and should be preserved for future use. However, on January 11, 2019, IVGID received a letter from WCSD asking if IVGID was interested in purchasing the site. IVGID's General Manager presented a report at the Board of Trustees' February meeting (Attachment H) with a recommendation against purchasing the site. The Board of Trustees agreed with the recommendation and declined to purchase the site. In August of 2019, the WCSD Board took action to open a bid process for sale of the site. The TTD Board directed Staff to seek the acquisition and funding at their September 2019 Board meeting.

Decision today: The Board is being asked to decide whether to purchase 771 Southwood Boulevard under a protective acquisition provision that preserves the site for consideration, along with other possible sites for a future mobility hub project. The decision to acquire the property is not approving a mobility hub at the 771 Southwood Boulevard. Selection of a preferred site (decision point) will follow a detailed site alternatives analysis involving the community, stakeholders, and partners. Once a preferred site is selected, more intense and

detailed studies will be conducted in conjunction with project concept development to determine if the project concept and preferred site are compatible. After the preferred site and preferred project concept are finalized, the project will be at another decision point for approval.

If the purchase is approved and all conditions are met, Staff anticipates approvals (FTIP – TMPO and matching funds – Washoe County) in April/May. The Washoe County funds would provide the match necessary for the prior allocation of STBG funds to begin the alternatives analysis (April to December 2021). Project planning could begin in 2022 with Project design and environmental analysis in 2023. Project finalization, regulatory permits, and construction could then begin as early as 2024 pursuant to funding availability.

Recommendation: Staff is recommending the Board authorize the District Manager to enter into a purchase agreement with WCSD for 771 Southwood Boulevard once the following conditions are met: 1) TRPA programs the awarded NDOT funds in the FTIP; and 2) Washoe County awards the necessary matching funds; and 3) Legal Counsel reviews the agreement for federal compliance; and 4) WCSD agrees to all terms and conditions.

Additional Information:

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

Attachments:

- A. FTA CE Concurrence
- B. NDOT Award of Funds
- C. FTA Appraisal Concurrence
- D. Purchase Agreement and Grant Deed
- E. TMPO FTIP
- F. Town Hall Presentation
- G. Petition Excerpt
- H. IVGID Staff Report



U.S. Department
of Transportation
**Federal Transit
Administration**

REGION IX
Arizona, California,
Hawaii, Nevada, Guam
American Samoa,
Northern Mariana Islands

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415-734-9490

888 South Figueroa Street
Suite 440
Los Angeles, CA 90017-5467
213-202-3950

July 29, 2020

Mr. Graham Dollarhide
Multimodal Planning
Nevada Department of Transportation
1263 S. Stewart Street
Carson City, Nevada 89712

Re: Categorical Exclusion Concurrence for
Real Property Protective Acquisition
Claim

Dear Mr. Dollarhide:

The Federal Transit Administration (FTA) has completed our review of your June 26, 2020 letter and supporting documentation requesting an environmental determination for a protective acquisition of the real property located at 771 Southwood Boulevard, Incline Village, Nevada (Property). Based on the information presented in your letter and the documentation you submitted, FTA has determined that the project qualifies as a categorical exclusion under 23 CFR Part 771.118(c)(6), Acquisition or Transfer of the Interest in Real Property:

“Acquisition or transfer of an interest in real property that is not within or adjacent to recognized environmentally sensitive areas (e.g., wetlands, non-urban parks, wildlife management areas) and does not result in a substantial change in the functional use of the property or in substantial displacements.”

For the last nine years, Tahoe Transportation District has been using the Property for a seasonal transportation hub. The Property is an old elementary school owned by the Washoe County School District (WCSD). On August 13, 2019, the WCSD adopted a resolution of intent to sell the property. Upon acquisition, the transit use of the property will remain consistent with the current use.

This review finds that the project: is not within or adjacent to recognized environmentally sensitive areas; does not result in a substantial change in the functional use of the property; or result in substantial displacements.


Please be advised that acquiring property pursuant to this categorical exclusion must not limit the evaluation of alternatives when the future FTA-assisted project is evaluated in the FTA environmental review process, which must allow for the possibility that the property will not be used for the project. Furthermore, acquiring the property must also comply with the Uniform Relocation Act requirements.

If you have any questions about this determination, please contact Ms. Jean Mazur, Transportation Program Specialist, at (415) 734-9456, or by email at jean.mazur@dot.gov.

Sincerely,

**RAYMOND S
TELLIS**

Ray Tellis
Regional Administrator

 Digitally signed by RAYMOND S
TELLIS
Date: 2020.07.29 17:09:23 -07'00'



STEVE SISOLAK
Governor

STATE OF NEVADA
DEPARTMENT OF TRANSPORTATION
MULTIMODAL PLANNING

Headquarters
1263 S. Stewart Street
Carson City, Nevada 89712

KRISTINA SWALLOW, P.E.
Director

June 25, 2020

Ms. Tara Frank
Tahoe Transportation District
P.O. Box 499
Zephyr Cove, NV 89448

Subject: Federal Transit Administration Notice of Grant Award

Dear Ms. Frank,

Your application for FFY2021 Federal Transit Administration (FTA) §5339 funding for capital expenses has been approved for a total project cost of \$2,445,000. This award is contingent upon a positive ruling from the FTA on a protective acquisition request or upon completion of the appropriate documentation, as necessary to allow FTA participation in the proposed or future projects. It is also contingent upon the FTA's approval of the NDOT's grant application for this funding.

Funding	Federal Share/ Subrecipient Share	Federal Share	Subrecipient Share	Total Award
Capital (non-ADA facility)	80% / 20%	\$1,956,000	\$489,000	\$2,445,000
Totals	80% / 20%	\$1,956,000	\$489,000	\$2,445,000

The Nevada Department of Transportation's (NDOT) Transit Office recognizes the vital role that this project will play in enhancing the quality of life and economic vitality of your community and the support that you provide through this grant award. Your grant shall be formally awarded by means of a grantee agreement provided by the NDOT. Please carefully review this agreement and the State Management Plan for grant requirements.

Thank you for your interest and efforts in supporting rural public transportation in Nevada.

Best Regards,

Graham Dollarhide
Transit Program Manager
Nevada Department of Transportation
775-888-7312
gdollarhide@dot.nv.gov



**U.S. Department
of Transportation
Federal Transit
Administration**

REGION IX
Arizona, California,
Hawaii, Nevada, Guam
American Samoa,
Northern Mariana Islands

90 7th Street
Suite 15-300
San Francisco, CA 94103-6701
415-734-9490

888 South Figueroa Street
Suite 440
Los Angeles, CA 90017-5467
213-202-3950

January 8, 2021

Mr. Graham Dollarhide
Transit Program Manager
Nevada Department of Transportation
1263 S. Stewart Street
Carson City, Nevada 89712

Re: Administrative Appraisal Review
771 Southwood Blvd, Incline Village, Nevada
A.P.N. 132-201-02

Dear Mr. Dollarhide:

The Federal Transit Administration (FTA) has reviewed the Nevada Department of Transportation (NDOT) letter dated January 5, 2021 on behalf of the Tahoe Transportation District (TTD), requesting FTA concurrence in an administrative appraisal review for the total acquisition of property as described in your letter (including supporting documentation). The property is located at 771 Southwood Blvd, Incline Village, Nevada (Property). The Property is required for proposed accommodations to a growing transit operation (Project).

The property owner of record is Washoe County School District and the property is located at 771 Southwood Blvd, Incline Village, Nevada. The Property under review consists of two closed school buildings totaling 49,459 square feet on 6.41 acres. The highest and best use is determined to be commercial/multi-family residential or public use.

FTA has reviewed the documentation provided by NDOT and concurs in the administrative appraisal in amount of \$2,350,000 for a total acquisition of the Property, subject to the conditions contained in this letter. NDOT must keep its appraisal updated in its files. FTA reminds NDOT that FTA does not participate in the Loss of Goodwill payments to businesses.

This administrative review was conducted on the basis of its conformance to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA), and its implementing regulations at 49 CFR Part 24. This review indicates that both the appraisal report and the appraisal review report meet the minimum federal requirements. This review was not done for purposes of making a value determination; it is an administrative review for purposes of determining if the recipient's request for acquisition of real property meets the requirements for FTA funding participation.

FTA advises NDOT that FTA Circular 5010.1E requires the grantee to “consider the effect, if any, that contamination has on the market value of the property being valued.” The administrative approval of this appraisal limits the federal participation on this parcel if contamination is found. The recipient is required by Circular 5010.1E to seek legal recourse from the responsible parties. FTA cannot participate in the funding of any clean-up of this property if the requirements in Circular 5010.1E are not met.

Under Section 11 of the Master Agreement dated October 1, 2020, FTA has the right to terminate funding for the project, if, among other reasons, the recipient fails to make reasonable progress on the project or the federal government determines that continuing to provide federal assistance to support the award does not adequately serve the purposes of the law authorizing the award. Should FTA terminate funding for the project, it has the discretion to potentially recover all funds provided for the Project, including the funds authorized by this letter.

If you have any questions regarding this matter, please contact Ms. Roxana Hernandez, Transportation Program Specialist, at (415) 734-9461, or by e-mail at roxana.hernandez@dot.gov.

Sincerely,

RAYMOND S TELLIS

Ray Tellis
Regional Administrator

**PURCHASE AND SALE AGREEMENT
AND ESCROW INSTRUCTIONS**

By and between

SELLER:

Washoe County School District

BUYER:

Tahoe Transportation District

PURCHASE AND SALE AGREEMENT AND ESCROW INSTRUCTIONS

THIS AGREEMENT is made and entered into by and between Washoe County School District, herein referred to as “Seller”; and Tahoe Transportation District, hereinafter referred to as “Buyer”. The effective date of this Agreement shall be the date of the last signature hereto.

1. GENERAL.

1.1 Seller is the owner of that certain real property (the “subject real property”) consisting of approximately 6.41 acres located at 771 Southwood Boulevard in Incline Village, Washoe County, Nevada, known as Assessor’s Parcel Number 132-201-02 and further identified as the Incline Village Elementary School Site.

1.2 Buyer wishes to purchase the subject real property.

2. PURCHASE AND SALE OF REAL PROPERTY.

2.1 Subject to the terms and conditions of this Agreement, Seller hereby agrees to sell and Buyer hereby agrees to purchase the subject real property together with all of Seller's right, title and interest herein.

3. PURCHASE PRICE.

3.1 The purchase price for the subject real property shall be the amount of Two Million Three Hundred Fifty Thousand Dollars (\$2,350,000) (the “Purchase Price”). Buyer shall deposit full purchase price, plus buyer’s portion of closing costs at close of escrow.

4. WATER RIGHTS/MINERAL RIGHTS.

4.1 This Agreement includes all Seller’s right, title or interest to appropriated or unappropriated groundwater lying underneath the surface of the subject real property and any right of Seller to surface water appurtenant or otherwise found on the subject real property.

4.2 The subject real property includes all right, title and interest of Seller, if any, in and to all aggregates, minerals, gas, oil, coal, hydrocarbon, shale, steam, geothermal and other subterranean rights in the land, of whatever nature, upon or under the subject real property.

5. ESCROW AND CLOSING.

5.1 The consummation of the purchase and sale contemplated by this Agreement shall take place through an escrow at Ticor Title Company, Attn: Luann Barnes hereinafter referred to as “Escrow Holder” or “Title Company”.

5.2 Consummation of this escrow shall be in accordance with the following terms and conditions.

- (A) A fully executed copy of this Agreement shall be deposited with Escrow Holder as escrow instructions, with any amendments or additional instructions which may be needed from time to time by Escrow Holder for purposes of performing its functions under this Agreement. Escrow Holder is hereby appointed and designated to act as such and is authorized and instructed to deliver, pursuant to the terms and conditions of this Agreement, the documents and money to be deposited into escrow as hereinafter provided, with the terms and conditions continued herein to apply to such escrow. Seller and Buyer hereby agree that each shall, during the escrow period, execute any and all documents and perform any and all acts reasonably necessary or appropriate to consummate the purchase and sale pursuant to the terms set forth in this Agreement.
- (B) Seller shall deposit into escrow, on or before close of escrow for each closing:
 - (i) An executed Grant, Bargain and Sale Deed ("Deed") in recordable form conveying the subject real property purchased and sold hereunder; and
 - (ii) Executed FIRPTA certificate.
- (C) Escrow Holder shall cause to be drafted any other documents to be recorded or signed by the parties.

5.3 Buyer shall cause Escrow Holder to supply Buyer a preliminary title report on the subject real property within five (5) days of the date of execution hereof, including copies of the documents giving rise to the items of exceptions thereto. Within twenty (20) days of the date of execution hereof, Buyer shall object to any item contained in said preliminary title report and the failure to do so shall constitute Buyer's acceptance that the subject real property shall be conveyed in accordance with the preliminary title report subject to that item. In the event that Buyer objects to any item contained in the preliminary title report, Seller shall have twenty (20) days in which to discharge or arrange for the discharge of said item from record title. If Seller cannot or will not discharge the item, in Seller's sole discretion, and Buyer will not waive its objection, Seller or Buyer may terminate this Agreement and the earnest money deposit together with the interest earned thereon shall be refunded to Buyer.

In the event of such termination, neither party shall have a claim for damages against the other party. Seller agrees to convey the property free and clear of all liens and encumbrances, save and except those exceptions contained in the preliminary title report to which Buyer has agreed. If Buyer fails to terminate this Agreement as specified in Subsection 8.3 of this Agreement prior to the satisfaction of any conditions or provisions contained in this Subsection, Buyer shall be deemed to have waived them.

5.4 Buyer shall cause a policy of standard title insurance to be issued at closing issued by First American Title insuring title on the subject real property conveyed, subject only to matters of record appearing on the preliminary title report which are not disapproved by Buyer. The title policy shall have liability limits of not less than the Purchase Price.

6. ESCROW CHARGES.

6.1 Escrow Holder shall charge and collect from the Seller the following at each closing:

- (A) The cost of the title insurance for a customary ALTA standard coverage title policy, however, if Buyer requires an ALTA extended coverage policy of title insurance, any costs in excess of those set forth in this subsection shall be borne by Buyer;
- (B) One-half of the escrow charges;
- (C) One-half of the tax on the transfer of real property provided for in Sections 375.010 through 375.110 of the Nevada Revised Statutes, as amended; and
- (D) Any taxes for the current fiscal year, which taxes shall be pro-rated between the Seller and the Buyer as of the date of the close of escrow.
- (E) \$3,500 for the cost of the April, 2019 appraisal performed by Johnson-Perkins and Associates and reviewed by Carter-Ott, with credit for same amount issued to Buyer.
- (F) \$2,500.00 for the cost of the October 2020 Phase 1 Environmental Assessment performed by Converse Consulting, with credit for same amount issued to Buyer.

6.2 Escrow Holder shall charge and collect from the Buyer the following at each closing:

- (A) The remaining cost of the title insurance, survey required by the title company and/or desired by Buyer and additional title endorsements, if any;
- (B) One-half of the escrow charges, together with charges, if any, for investing the earnest money deposit;
- (C) One-half of the tax on the transfer of real property provided for in Sections 375.010 through 375.110 of the Nevada Revised Statutes, as amended;
- (D) The cost of recording the Deed; and
- (E) Any taxes for the current fiscal year, which taxes shall be pro-rated between the Seller and the Buyer as of the date of close of escrow.
- (F) The Washoe County School District is exempt from taxes. A credit shall be issued by the title company at closing for any taxes charged to the District; OR a letter from the title company to the Washoe County Treasurer shall be issued requesting a refund to the Washoe County School District for any taxes paid as a part of this transaction.

6.3 Seller and Buyer hereby authorize Escrow Holder to insert the date of close of escrow as the recordation date of each deed. The Escrow Holder is further authorized to insert the date of close of escrow and to fill in the blank spaces in any and all documents and instruments delivered to it, so long as it is done in conformity with this Agreement.

6.4 At each closing as hereinafter defined, Escrow Holder shall:

- (A) Cause the Deed to be recorded in the office of the County Recorder of Washoe County, Nevada;

(B) Deliver to Buyer a copy of the recorded Deed, the original FIRPTA certificate signed by Seller, and the title policy as provided herein and other instruments conveying title to the real property; and

(C) Deliver to Seller the payment specified in Section 3 above.

7. CLOSE OF ESCROW.

7.1 Close of escrow shall occur on or before forty (40) days from the execution date hereof. If escrow does not close in a timely manner, this Agreement shall be terminated.

8. DUE DILIGENCE.

8.1 Buyer shall have thirty (30) days from the date of execution to conduct such due diligence investigations as Buyer, in Buyer's sole discretion, deems necessary to determine the feasibility, economic or otherwise, of its intended development. Buyer shall pay all costs and expenses incurred to conduct the investigation and studies.

8.2 Buyer shall have thirty (30) days from the date of execution to obtain formal approval of this purchase from Board of Trustees.

8.3 If Buyer fails to obtain approval from the Board of Trustees and/or determines within this due diligence period that Buyer's intended development is not feasible, Buyer shall so notify Seller in writing and this Agreement shall be immediately terminated. If Buyer fails to so notify Seller within this due diligence period, Buyer shall be deemed to have waived its right to so terminate and the due diligence period shall have expired.

8.4 The subject property is being sold "as is", "where is" and "with all faults" as of closing, without any representation or warranty whatsoever as to its condition, fitness for any particular purpose, merchantability or any other warranty, express or implied other than those listed herein. Buyer acknowledges that Buyer is purchasing the property based solely upon Buyer's own independent inspections, investigations and findings and not in reliance upon any information provided by Seller or Seller's agents. Buyer acknowledges that the zoning of the subject real property may not meet Buyer's requirements for development ("Buyer's Intended Use"). Seller makes no representations and warranties in this regard, or with regard to any other issue of the feasibility of developability of the subject real property for Buyer's Intended Use (including Buyer's ability to acquire any permits required by government entities, or any agreements with government entities). It is the intent of the parties that Buyer shall independently verify and satisfy itself on all issues of development feasibility during the due diligence period without reliance on any representation of Seller (or Seller's representatives), and that Buyer's sole remedy in the event any aspect of Buyer's development feasibility expectations are not satisfied, in Buyer's sole discretion, is to terminate this Agreement pursuant to Subsection 8.3.

9. SELLER REPRESENTATIONS AND WARRANTIES.

Seller makes the following representations and warranties to the best of Seller's actual knowledge, and agrees to the following covenants and obligations for the benefit of Buyer.

9.1 Seller shall not cause title to the subject real property to become further encumbered or clouded after the date of this Agreement by any voluntary act of Seller.

9.2 Seller warrants that there are no known, threatened or pending annexations, condemnations, or other proceedings or litigation against or affecting any part of the subject real property.

9.3 Seller shall not commit or suffer to be committed any waste in or upon the subject real property. Waste shall include, but not be limited to, any injury to the subject real property which renders it in a condition materially different from its condition at the date of this Agreement.

9.4 Seller represents and warrants that the subject real property will not at the close of escrow be encumbered by any obligation, written or oral, to pay or reimburse any party for the design, analysis, engineering, testing, legal fees, or construction of improvements for the benefit of the subject real property which Seller has incurred prior to the date of this Agreement, and Seller agrees properly to pay all consultants so retained by Seller.

9.5 Seller has no knowledge of the location and nature of any underground storage activities, buried trash or foreign materials, fill and disposal areas or other sites of this sort on the subject real property, whether these sites are visible from the surface of the land or not.

9.6 Seller represents and warrants that it has no knowledge of any use, placement, storage, discharge or release of any hazardous or toxic wastes or substances as defined or regulated under federal, state, or local laws ("Hazardous Substances") on the subject real property nor, to the best of Seller's knowledge, except as specified in this subsection, have any Hazardous Substances at any time been used, placed, stored, discharged, or released on the subject real property by Seller or any third party.

9.7 Seller represents and warrants to Buyer that Seller is not, and will not be at the time of close of escrow, a foreign person as defined in Section 1445 of the Internal Revenue Code of 1986, as amended, and agrees prior to close of escrow to execute a non-foreign person affidavit.

10. RESPONSIBILITY FOR IMPROVEMENTS.

10.1 After Escrow and Closing, Buyer shall be obligated to pay any fees imposed by any governmental agencies and to perform all site preparation work for construction, if applicable, on the subject real property within the subject real property boundaries and when required by the applicable governmental agencies.

10.2 The subject real property shall be sold by Seller to Buyer "as is" "where is", without any obligation or duty of Seller to construct off-site streets, utilities or other infrastructure to the subject real property.

11. AGENCY REPRESENTATION AND BROKERAGE FEE.

11.1 The Seller and Buyer acknowledge that neither party shall be responsible for any brokerage fees in this transaction. Each party shall indemnify the other for any other claims for real estate commission or finder's fees in connection with this transaction. The Buyer reserves the right to retain a broker representative for this transaction. Buyer will be solely responsible for any fees or commissions to said representative. Seller hereby discloses that one or more of its members are licensed real estate brokers/agents.

12. MISCELLANEOUS PROVISIONS.

12.1 **Time is of the Essence.** Time is of the essence of this Agreement.

12.2 **Notice.** Any notices, requests or instruction deemed by either Buyer or Seller to be delivered to the other, as follows:

SELLER:

Washoe County School District
Attn: Pete Etchart, Chief Operating Officer
14101 Old Virginia Road
Reno, NV 89511
(P) 775-789-3838
(F) 775-851-5658
(E) petchart@washoeschools.net

BUYER:

Tahoe Transportation District
Attn: Carl Hasty, District Manager
128 Market Street, Ste. 3F
Stateline, NV 89449
PO Box 499 Zephyr Cove, NV 89448
(P) 775-589-5501
(C) 775-230-4469
(E) chasty@tahoetransportation.org

Any party may change its address by prior written notice to the other party.

12.3 **Service of Notice.** All notices, requests, demands or other communications required under this Agreement or given pursuant to this Agreement shall be in writing and shall be deemed given and duly delivered: (i) upon personal delivery; or (ii) if delivered by overnight express carrier, upon the next business day following delivery to said carrier; or (iii) as of the second day following the day deposited in the United States mail with postage prepaid and properly addressed to the appropriate party at its address set forth in preceding Subsection above, or at such other place as such party from time-to-time hereafter designates to each other party in writing.

All such notices, requests, demands or other communications may also be given by telecopier, telex, telegram, or cable provided the same shall be confirmed by letter dispatched on the same date in accordance with the requirements described above. In such event, such notices, requests, demands or other communications shall be deemed given upon actual transmission to the recipient party of the telex, telegram or cable.

12.4 **Entire Agreement.** This Agreement contains the entire agreement between the parties hereto and supersedes any and all prior agreements, arrangements or understandings regarding the same subject matter as this Agreement, which are null and void.

12.5 **Survival of Escrow.** The representations, covenants, agreements and warranties contained herein shall not be discharged or dissolved upon close of escrow, but shall survive the same.

12.6 **Choice of Law.** This Agreement shall be construed and enforced in accordance with the laws of the State of Nevada and venue for any such action shall be in Washoe County, Nevada.

12.7 **Written Amendments.** This Agreement may not be modified, amended, altered or changed in any respect whatsoever except by further agreement in writing, duly executed by both parties. No oral statements or representations subsequent to the execution hereof by either party are binding on the other party, and neither party shall have the right to rely on such oral statements or representations.

12.8 **Successors.** This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, successors, subcontractors, personal representatives, and assigns.

12.9 **No Recordation.** Neither this Agreement nor any notice thereof shall be recorded.

12.10 **Future Cooperation.** Each party shall, at the request of the other, at any time execute

and deliver to the requesting party all such further instruments as may be reasonably necessary or appropriate in order to effectuate the purpose and intent of this Agreement.

12.11 **Use of Gender.** As used in this Agreement, the masculine, feminine, or neuter gender, or the singular or plural number, shall each be considered to include the others whenever the context so indicates.

12.12 **Access and Possession.** Possession shall be given at close of escrow. However, after execution hereof, Buyer may enter upon the subject real property for the purpose of performing any engineering, surveying, environmental investigations, studies, soils testing, or other physical investigation of the land. Buyer agrees to indemnify and hold Seller harmless from all liability, claims, cost, and expense, except such as might accrue from the mere discovery of Hazardous Substances, resulting from Buyer's activities on the subject real property prior to close of escrow. Buyer agrees to recontour, revegetate and otherwise restore the property after any ground-disturbing activity.

12.13 **No Other Commissions.** Except as specified herein, the parties represent to each other that they have not used the services of any real estate broker or person who may claim a commission or finder's fee with respect to this transaction, and each agrees to indemnify, defend and hold the other harmless from broker compensation claims or finder's fees arising from allegations of an agreement with the indemnifying party.

12.14 **Calculation of Time.** All periods of time referred to in this Agreement shall include all Saturdays, Sundays, and state or national holidays, unless the period of time specifies business days, provided that if the date to perform any act or give any notice with respect to this Agreement shall fall on a Saturday, Sunday or state or national holiday, such act or notice may be timely performed or given on the next succeeding day which is not a Saturday, Sunday, state or national holiday.

12.15 **Interpretation.** The parties hereto acknowledge and agree that each has been given the opportunity to review this Agreement with legal counsel independently. The parties have equal bargaining power and intend the plain meaning of the provisions herein.

12.16 **Authority.** Any corporation, partnership, limited liability company or other entity signing this Agreement, and each agent, officer, member, partner, representative, director, or employee signing on behalf of such a corporation, represents and warrants that said Agreement is duly authorized by and binding upon said entity.

12.17 **Headings.** Headings used in this Agreement are used for reference purposes only and do not constitute substantive matter to be considered in construing the terms of this Agreement.

12.18 **Not a Partnership.** The provisions of this Agreement are not intended to create, nor shall they be in any way interpreted or construed to create, a joint venture, partnership, or any other similar relationship between the parties.

12.19 **Third Party Beneficiary Rights.** This Agreement is not intended to create, nor shall it be in any way interpreted or construed to create, any third party beneficiary rights in any person not a party hereto.

12.20 **Assignment.** Buyer shall not assign any rights or obligations under this Agreement prior to close of escrow without the prior written consent of Seller, in Seller's sole discretion; provided Buyer may assign this Agreement to an entity in which Buyer or Buyer's members own at least 51% of the equity, or in which Buyer has control of the entity.

12.21 **Signature Of Second Party.** The second party to execute this Agreement must sign, and deliver to the other party an executed copy hereof, within five (5) days of the date of the signature of the first party to sign, or this Agreement shall be null and void.

12.22 **Professional Fees.** If either party commences an action against the other to interpret or enforce any of the terms of this Agreement or because of the breach by the other party of any of the terms hereof, the losing party shall pay to the prevailing party reasonable attorneys' fees, costs and expenses incurred in connection with the prosecution or defense of such action, whether or not the action is prosecuted to a final judgment. For the purpose of this Agreement, the terms "attorneys' fees" or "costs and expenses" shall mean the fees and expenses of counsel to the parties hereto, which may include printing, Photostating, duplicating and other expenses, air freight charges, and fees billed for law clerks, paralegals, librarians and others not admitted to the bar but performing services under the supervision of an attorney. The terms "attorneys' fees" or "attorneys' fees and costs" shall also include, without limitation, all such fees and expenses incurred with respect to appeals, arbitration's and bankruptcy proceedings, and whether or not any action or proceeding is brought with respect to the matter for which said fees and expenses were incurred. The term "attorney" shall have the same meaning as the term "counsel."

12.23 **Tax Free Exchange.** Buyer or Seller may wish to use the subject real property as a part of a tax free exchange of property with a third party. If Buyer or Seller have in good faith entered into an agreement for such exchange, then Buyer or Seller shall have the right to assign its interest in this Agreement to the third party participating in such exchange. If Buyer or Seller assigns its interest in this Agreement to effectuate a tax free exchange as aforesaid, then said party shall promptly so notify the other party and shall deliver to other party, a copy of the relevant assignment or assignments. Either party shall thereafter cooperate to effectuate such tax free exchange. The exchanging party shall pay any additional transfer taxes, recording fees or similar closing costs resulting from such tax free exchange. Buyer and Seller hereby agree to indemnify, defend and save the other party harmless from and against any additional claims or liabilities arising as a result of participation in such tax free exchange.

12.24 **Counterparts.** This Agreement may be executed in counterpart original documents.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year last written below.

BUYER:
TAHOE TRANSPORTATION DISTRICT

By: _____

Date: _____

SELLER:
WASHOE COUNTY SCHOOL DISTRICT

By: _____

By: _____

Date: _____

Date: _____

DRAFT

WHEN RECORDED MAIL TO:
Grantee:

MAIL TAX STATEMENTS TO:
Same As Above

Escrow No. 1902948-CD

The undersigned hereby affirms that this document
submitted for recording does not contain the social
security number of any person or persons.
(Pursuant to NRS 239b.030)

APN No.: 132-201-02

R.P.T.T. \$ 0.00

SPACE ABOVE FOR RECORDER'S USE ONLY

GRANT, BARGAIN, SALE DEED

THIS INDENTURE WITNESSETH: That

Washoe County School District

**FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, do/does hereby
Grant, Bargain, Sell and Convey to**

Tahoe Transportation District

all that real property situated in the County of Washoe, State of Nevada, described as follows:

SEE EXHIBIT "A" ATTACHED HERETO AND BY REFERENCE MADE A PART HEREOF

**Together with all and singular the tenements, hereditaments and appurtenances thereunto belonging
or in anywise appertaining.**

Signature and notary acknowledgement on page two.

Washoe County School District

By: _____
Name:
Its:

STATE OF NEVADA
COUNTY OF WASHOE } ss:

This instrument was acknowledged before me on , _____, 2020
by _____.

NOTARY PUBLIC
This Notary Acknowledgement is attached to that certain Grant, Bargain, Sale Deed under escrow No.
01902948.

Escrow No. 1902948-CD

**EXHIBIT A
LEGAL DESCRIPTION**

All that certain real property situate in the County of Washoe, State of Nevada, described as follows:

All that portion of the Southeast 1/4 of Section 16, Township 16 North, Range 18 East, M.D.B.&M., being more particularly described as follows:

Commencing at the most Northerly corner of Lot 18, Block F, as said Lot and Block are shown on the map of Lakeview Subdivision, Tract Map No. 689, Washoe County, Nevada, filed in the office of the County Recorder of Washoe County, State of Nevada, on February 27, 1961;
Thence North 71°54'00" East 20.00 feet to the TRUE POINT OF BEGINNING;

Thence North 18°06'00" West, 50.00 feet;

Thence North 71°54'00" East, 57.66 feet;

Thence North 27°37'39" East, 340.82 feet to the Southern line of Central Parkway;

Thence South 81°04'53" East, along the last mentioned line 317.80 feet;

Thence Easterly, Southeasterly and Southerly, on the arc of a curve to the right with a radius of 30.00 feet, a central angle of 96°52'47", an arc distance of 50.73 feet, to the Western line of Southwood Drive;

Thence along said Western line of Southwood Drive, the two following courses and distances:

- 1) South 15°47'54" West, 302.49 feet and
- 2) Southwesterly, Southerly and Southeasterly, on the arc of a curve to the left with a radius of 490.00 feet, a central angle of 36°01'03", an arc distance of 308.03 feet;

Thence South 75°38'18" West, 380.05 feet;

Thence North 21°37'00" East, 54.49 feet;

Thence North 18°06'00" West, 375.71 feet to the TRUE POINT OF BEGINNING.

APN: 132-201-02

Document No. 365988 is provided pursuant to the requirements of Section 6.NRS 111.312.

TAHOE METROPOLITAN PLANNING ORGANIZATION TMPO RESOLUTION NO. 2021 - 01

ADOPTION OF THE 2021-2024 FEDERAL TRANSPORTATION IMPROVEMENT PROGRAM FOR THE TAHOE REGION

WHEREAS, the Tahoe Metropolitan Planning Organization (TMPO) is the designated metropolitan planning organization for the Tahoe Region as defined by the Transportation Equity Act for the 21st Century; and

WHEREAS, the 2021 TMPO Federal Transportation Improvement Program (FTIP) has been developed in accordance with the Fixing America's Surface Transportation Act (FAST Act); and

WHEREAS, the Federal Clean Air Act amendments require that no department, agency, or instrumentality of the Federal Government shall engage in, support in any way, or provide financial assistance for, license or permit, or approve an activity which does not conform to an implementation plan approved or promulgated under Section 110; and

WHEREAS, no metropolitan planning organization designated under Title 23 of the U.S. Code shall give its approval to any project, program or plan which does not conform to an implementation plan approved or promulgated under Section 110; and

WHEREAS, the 2021 FTIP meets all applicable transportation planning requirements per Title 23 CFR Part 450; and

WHEREAS, the Regional Transportation Plan (RTP) for the Tahoe Region describes a transportation system envisioned for the horizon years and is a financially constrained plan; and

WHEREAS, the 2021 FTIP is consistent with the transportation system and financial plan described in the RTP; and

WHEREAS, the 2021 FTIP is financially constrained by year and includes a financial plan that demonstrates which projects can be implemented using committed funds; and

WHEREAS, the 2021 FTIP includes all regionally significant transportation projects to be funded from local, state, or federal resources; and

WHEREAS, the 2021 FTIP has been developed under TMPO policies for community input and in accordance with the TMPO Public Participation Plan; and

WHEREAS, on February 12, 2021 the Tahoe Transportation Commission recommended the TMPO Governing Board adopt the 2021 Federal Transportation Improvement Program.

NOW, THEREFORE, BE IT RESOLVED, that the Governing Board of the Tahoe Metropolitan Planning Organization adopts this resolution approving the 2021 Federal Transportation Improvement Program for the Tahoe Region.

BE IT FURTHER RESOLVED, that TMPO staff is hereby directed and authorized to work with Caltrans, the Nevada Department of Transportation, the Federal Highway Administration, and the Federal Transit

Administration to make whatever technical changes or corrections are needed to the format and organization of the document to obtain its approval by these agencies.

BE IT FURTHER RESOLVED, that the TMPO Board authorizes staff to administratively amend the 2021 FTIP as outlined in the Public Input and Project Selection Procedures in the 2021 FTIP.

PASSED AND ADOPTED by the Governing Board of the Tahoe Metropolitan Planning Organization this Wednesday, February 24, 2021 by the following vote:

Ayes: Ms. Aldean, Mr. Beyer, Mr. Bruce, Mrs. Cegavske, Ms. Faustinos, Ms. Gustafson, Ms. Hill, Mr. Lawrence, Ms. Novasel, Mr. Rice, Mr. Yeates

Abstained: Mr. Friedrich

Absent: Ms. Williamson

A handwritten signature in blue ink, appearing to read 'MB', is positioned above a horizontal line.

Mark Bruce, Chair
Tahoe Metropolitan Planning Organization
Governing Board



Tahoe Transportation
DISTRICT

Discovering Mobility Solutions IN THE TAHOE REGION



Town Hall + Community Discussion

AGENDA

- 1. Meet Your Presenting Board + Staff**
- 2. Understanding the Planning Process**
- 3. Discovering Community Needs**
 - 1. Addressing Initial Feedback + Answering Questions**
 - 2. Where to Submit Questions + Comments**
- 4. Next Steps + Listening Session**

NEXT MEETINGS...

Friday, February 12 at 2:00 p.m.

Thursday, February 25 at 7:00 p.m.

Friday, February 26 at 2:00 p.m.

LISTENING SESSION...

Friday, March 5 from 3:00 p.m. to 5:00 p.m.



TTD Board + Staff

WHO WE ARE



President/CEO
Andy Chapman
Incline Village Visitors Bureau



Commissioner
Alexis Hill
Washoe County



District Manager
Carl Hasty
Tahoe Transportation District



Understanding Transit Planning

WHY WE'RE HERE

TTD was established in 1980 in the Tahoe Regional Planning Compact to focus on regional transportation system implementation as a complement to the land use regulation, environmental protection, and planning (including transportation) roles of TRPA

TTD has a responsible role in identifying and implementing transportation projects and service improvements throughout the Lake Tahoe region. This includes all aspects of transportation, including roadway, transit and parking, bicycle and pedestrian facilities, and amenities.

All initiatives are informed by comprehensive traffic studies, thorough assessments of community needs, and decades of collaborative planning with the communities impacted.



Understanding Transit Planning

HOW WE GOT HERE

TTD's mission is rooted in:

- Improving safety
- Protecting the environment
- Supporting economic vitality in the region

The Transit Master Plan and the 20% goal

[https://www.tahoetransportation.org/wp-content/uploads/2020/09/2017-June-6 Tahoe TMP adopted.pdf](https://www.tahoetransportation.org/wp-content/uploads/2020/09/2017-June-6_Tahoe_TMP_adopted.pdf)



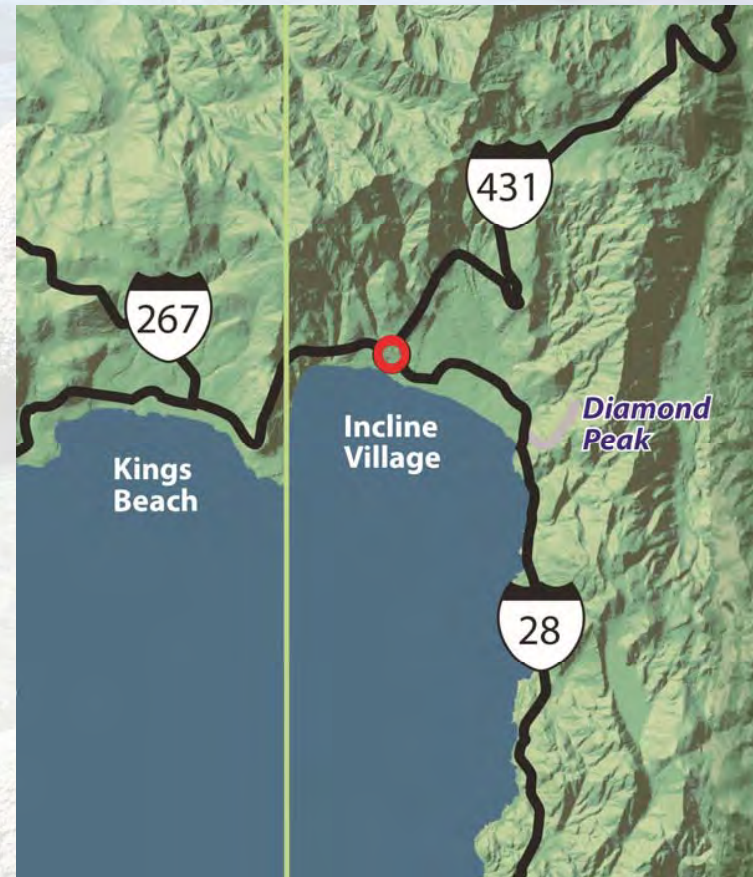


Incline Gateway

COMPLETED PROJECT

Benefits of the Roundabout:

- Improved traffic safety
- Reduced congestion in the Village and in Crystal Bay
- Reduction of idling vehicles at the lake
- Improved flow in and out of the basin



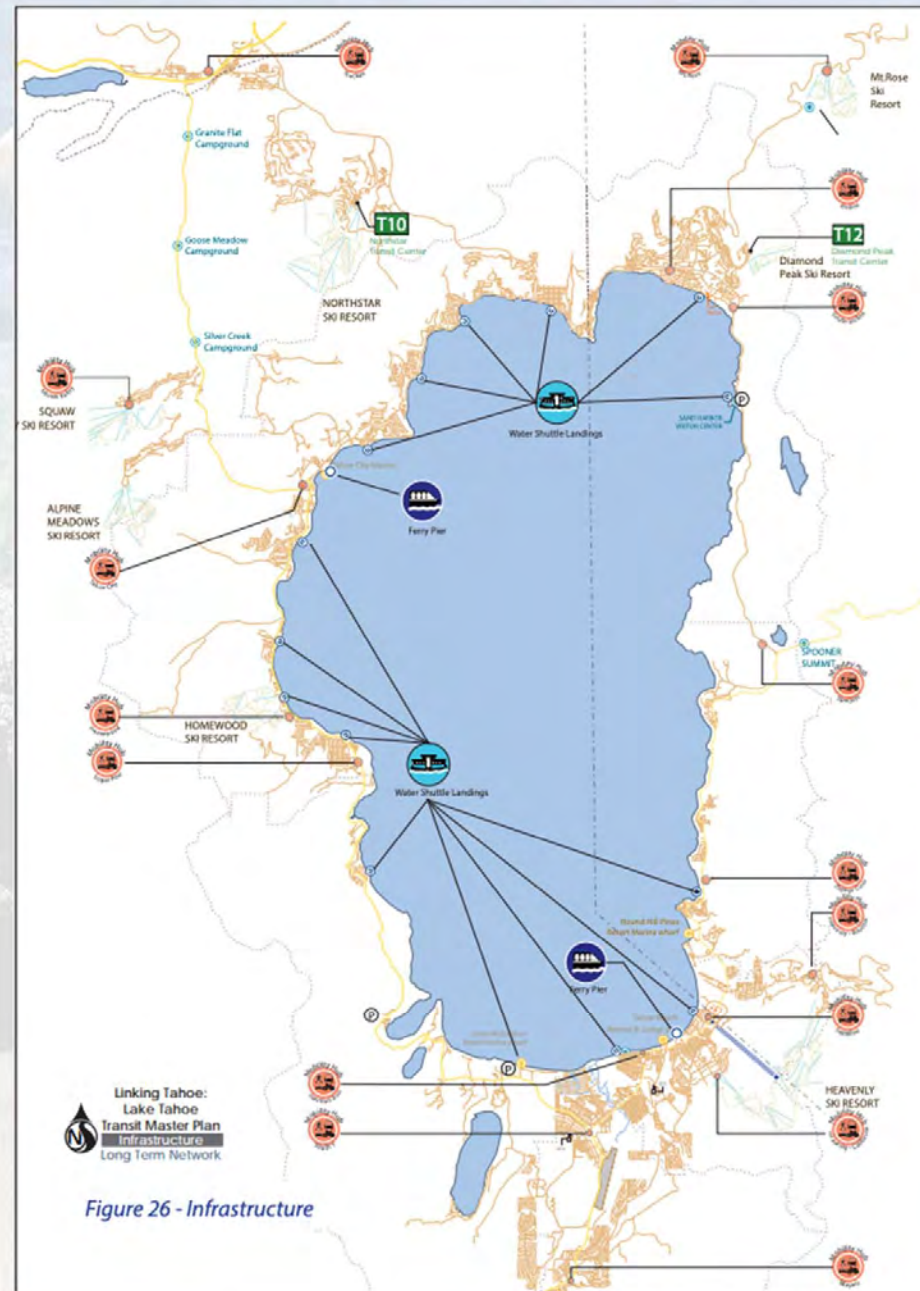
East Shore Trail

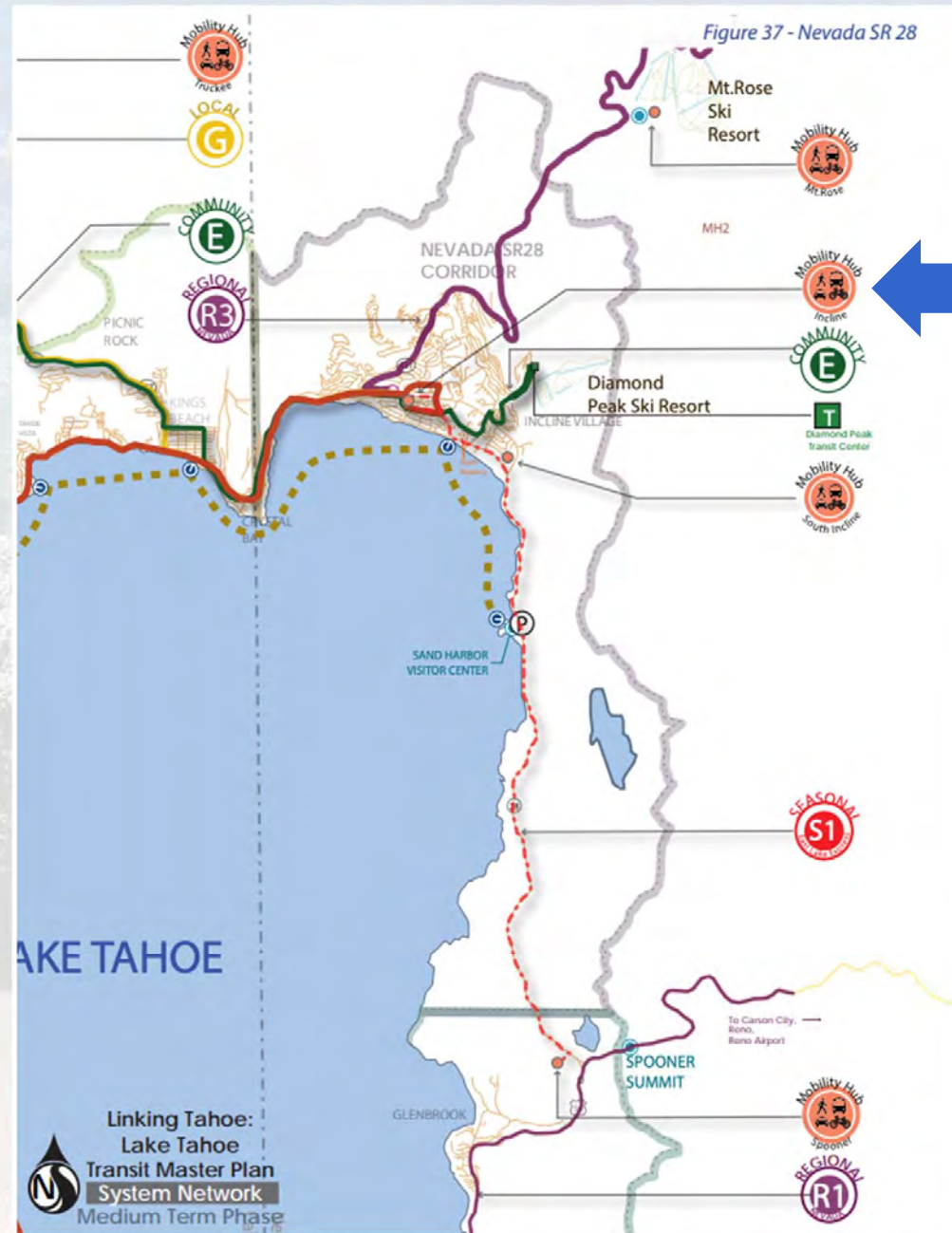
PROJECT IN-PROGRESS

Benefits of the East Shore Trail:

- Improved lake access
- Improved trails
- Reduced erosion into lake, leading to long-term clarity improvements
- Improved parking







What is a Mobility Hub?

WHAT WE ARE TALKING ABOUT

- Mobility Hubs vary in shape, size and function
- They are designed to fit a space and specific set of needs
- Any design or project will be influenced by the location selected and the community's input

MOBILITY HUB OBJECTIVES

SEAMLESS MOBILITY

1 Seamless integration of modes at the mobility hub

2 Safe and efficient movement of people with high levels of pedestrian priority

3 A well designed transit station for a quality user experience

4 Strategic parking management

5 Well designed cycling storage facilities

PLACEMAKING

6 An attractive public realm that is designed to make the public feel safe & secure

7 Minimal ecological footprint

IMPLEMENTATION

8 Designed for technology and wayfinding

9 Planned for future growth and change



Tahoe Transportation
DISTRICT

What is a Mobility Hub? WHAT WE ARE TALKING ABOUT



**Lionshead Transit Center
Vail, CO**



Possible Outcome



**Lake Tahoe Community College
Mobility Hub
South Lake Tahoe, CA**

Mobility Hubs

Possible Features

Public Transit Connections
Bike Share
Car share
Uber/Lyft
EV Charging
Information and Way-finding Kiosks
Rideshare
Microtransit

Complementary Features

Coffee/Tea/Snack Shop
Bike Shop
Ski/Snowboard/Sled Rentals
Welcome Center
Public Safety Office
Community Meeting Space
Public Art
Farmer's Market



Mobility Hubs

Community Opportunities

- A well-placed mobility hub can become a mechanism for addressing community issues such as traffic and transportation needs
- Mobility hubs are often a catalyst for further investments into a community (e.g., work force housing)
- Creates momentum for other community ideas
- Provides an opportunity to bring the community together with stakeholders and build the relationships necessary to deliver programs and projects
- Continues to expand connecting amenities



Understanding Transit Planning

WHEN WE'LL GET THERE

February + March

Engage the community and begin feedback and input period; Identify all sites for consideration; Hold listening session

March + June

Subject to the purchase decision at the March TTD Board meeting; Comprehensive site analysis, including traffic and safety reviews begins

December

Begin project planning phase

COMMUNITY FEEDBACK WILL BE GATHERED AND ADDRESSED AT EACH STEP

*How would you like to receive updates and information?
How would you like to provide feedback?*

*timelines are estimates or goals



Understanding Transit Planning

WHEN WE'LL GET THERE

2022

Outline next steps based on which site is chosen for project consideration + engineering needs and timelines per TRPA and Washoe County requirements

2023

Request community input on design, features, and identify any changes in community needs

2024

Finalize project for implementation, revisit communication timeline

COMMUNITY FEEDBACK WILL BE GATHERED AND ADDRESSED AT EACH STEP

*How would you like to receive updates and information?
How would you like to provide feedback?*



*timelines are estimates or goals

Understanding Transit Planning

WHEN WE'LL GET THERE

PHASE 1 : FEBRUARY – DECEMBER 2021

Comprehensive Site Analysis + Community Needs Assessment

PHASE 2 : DECEMBER 2021 – JANUARY 2023

Project Discovery + Design

PHASE 3 : TBD

Finalize Project + Establish Next Steps

***COMMUNITY FEEDBACK WILL BE GATHERED AND
ADDRESSED AT EACH STEP***



Discovering Community Needs

ISSUES WE WILL ADDRESS

Incline Village has communicated the following needs so far...

...to find parking solutions for the village businesses, beaches and for increased demand from visitors;

...to create a safe transit center where multiple modes of transportation can co-locate off the main highway with proximity to local businesses and housing;

...in a space zoned for public use;

...commuter solutions for workforce in peak travel times;

...a location that provides access to trails, major thoroughfare and that meets the village's congestion issues in a central location for maximum reduction.



Discovering Community Needs

LET'S DREAM BIG

Other possible uses may include and are not limited to:

- Parks
- Playgrounds
- Workforce housing
- Community services
- Community center

What would you like to see as part of the solution to Incline's current gaps in services and offerings?



Facts

Has TTD already acquired the Old Incline Village Elementary School Property?

No. The old school site on Southwood Boulevard is among many being considered for a site. A grant to purchase the property is being pursued because it must be secured to maintain its potential for use. If another site is deemed more appropriate, the grant allows for the property to be sold for something else.

If the grant is unused, the funds will not be available for a future purchase of another site. The purchase of the school site secures it as a possible option *and* secures the funds for future use if another site is deemed more appropriate.



Let's Talk About the Old Elementary School Site

Purpose of Protective Acquisition

FTA allows for a Categorical Exclusion (CE) to be applied under the National Environmental Policy Act (NEPA) for the acquisition and transfer of real property interest. The purpose of this method of acquisition is for “protective acquisition” of a property to preserve its option as a placeholder property for a project when the property is at risk of being sold and therefore unavailable to a transit agency. In essence, the acquisition is a placeholder to prevent the loss of the site as an option.

Why was a Protective Acquisition pursued by TTD?

The TTD Board approved purchasing the property in September 2019. Timing is of the essence as several factors compel action sooner rather than later. First, WCSD is eager to sell the property and has been generous in the time that has been given to TTD to procure funds and the opportunity to purchase the site. The dialog with WCSD has been underway since August of 2019. WCSD Board approved the sale to TTD in September of 2020, and recently agreed to TTD postponing the purchase agreement consideration from TTD's January meeting to its March meeting. Equally, if not more importantly, the federal funds from FTA are at risk of loss if they are not obligated this federal fiscal year.



Let's Talk About the Old Elementary School Site:

Requirements of a Protective Acquisition

- Acquiring through Protective Acquisition will not limit the evaluation of alternatives.
- The future project must be evaluated in the FTA environmental review process, which must allow for the possibility that the property will not be used for the project.
- The property acquired must remain essentially unchanged from its previous use until the NEPA is completed for the future FTA-assisted project that may make use of the property.

Has TTD already performed an Alternatives Analysis?

No. While TTD has performed a preliminary review of available sites, in no way is the preliminary review considered to be a satisfaction of the FTA requirement. A final alternatives analysis will be prepared prior to project concept development and complete environmental analysis.



What is an Alternatives Analysis?

Development of Alternatives

The range of alternatives to be considered need not extend beyond those reasonably related to the purposes of the project bounded by feasibility. Reasonable alternatives include those that are practical or feasible from a technical and economic standpoint using common sense, rather than simply desirable from some biased viewpoint. Each alternative should be defined in a way that makes it competitive within the overall set of alternatives under consideration. The alternatives must respond to the transportation needs in the corridor.

Screening of Alternatives

Screening and evaluation criteria will be derived from the transportation needs of the corridor and used to measure the effectiveness of attaining the goals and objectives for the project. Criteria are also included for each of the evaluation perspectives recommended by FTA. A significant number of the criteria address the goals of improving mobility, relieving traffic congestion, providing improved accessibility, and increasing sustainability.

The old Incline Village Elementary School site is included in this evaluation phase and will be subject to the same review against screen and evaluation criteria as any other alternative site.



Alternatives Analysis

Analysis, refinement, and evaluation of reasonable alternatives

The alternatives screening and evaluation process uses a tiered screening approach. Each tier of screening analysis conforms to a level of detail necessary to make informed judgments regarding the decision at hand. This approach allows alternatives to be narrowed from a wide array of parcels and potential uses to the selected preferred alternative by subjecting each alternative incrementally to more detailed technical analysis and assessment.

Selection of preferred alternative

Arriving at a preferred alternative allows for a more specific and comprehensive analysis that would be too time consuming and costly to do for a longer list of alternatives. Many of the criteria utilized in arriving at a preferred alternative include technical data that are required in for the further developing a project concept to actionable plans, specifications, engineering and environmental analysis.



Facts

What is planned for the mobility hub?

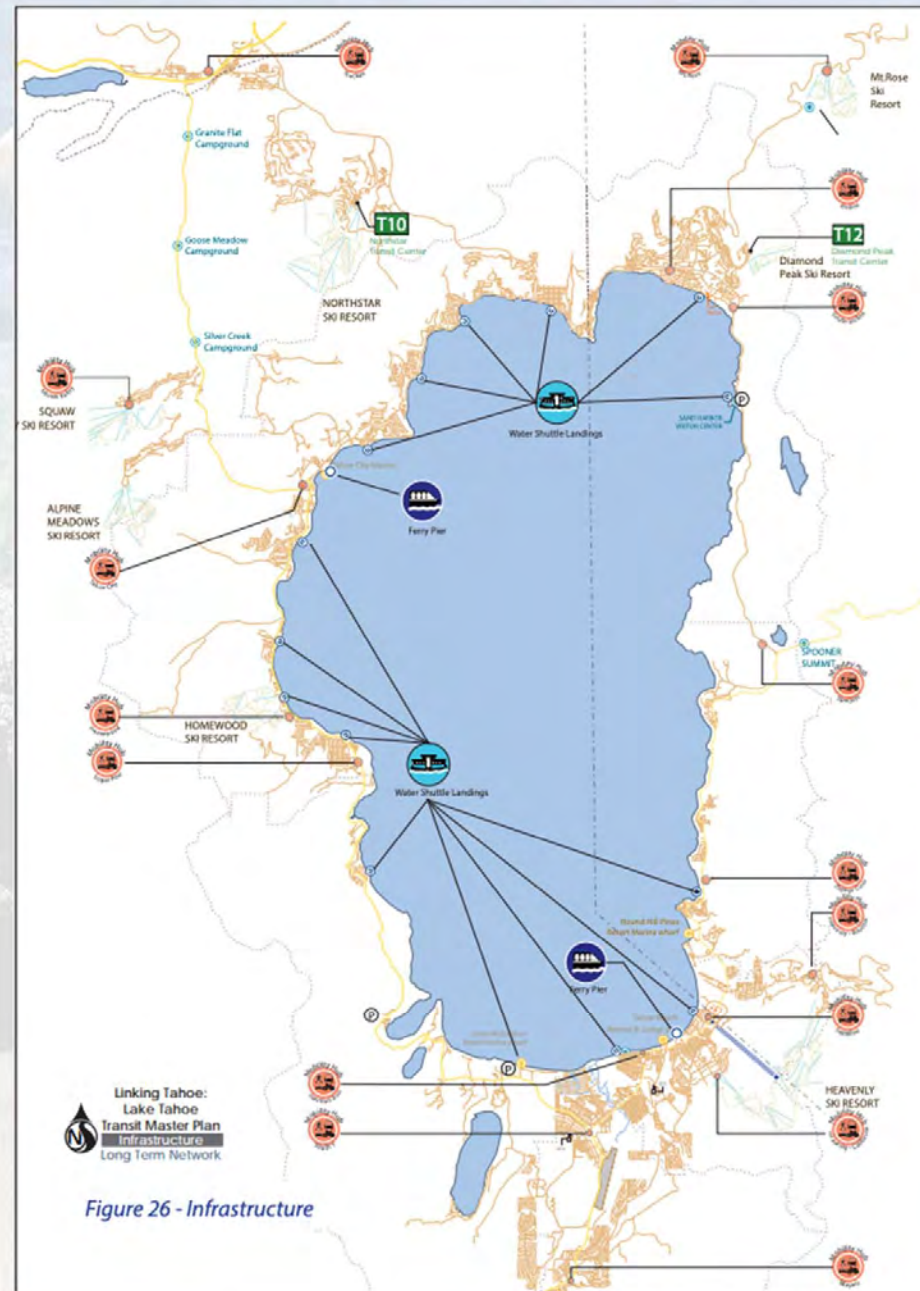
There are currently no plans for any project at any specific site. While we will consider all needs, a mobility hub project may include parking, bike racks, bus and rideshare stops, electric car charging stations, and more.

- We do not anticipate expanding parking much beyond the prior use of the ESE. If the school site were selected, it would not accommodate the parking needed for the region, nor would we want it to.
- The intent of this project, and any project considered, is to alleviate the congestion on the roadways.

Is Incline Village responsible for parking Sand Harbor and East Shore Trail?

Incline Village is not solely responsible for parking issues, but it does have a role to play in reducing traffic in the basin. While the parking issues along the Highway 28 Corridor have been compounding current and existing issues in Incline Village, the mobility hub is not a result of these issues alone. Regional plans are collaborative and consider how any one spot maybe influenced and impacted by surrounding needs. It is imperative to consider the area's traffic concerns when planning on any one solution. There are other alternative and additional solutions being considered for the East Shore Trail.





Incline Village

MOBILITY HISTORY

Incline Village History Highlights

- TTD has operated out of Incline Village at the old Elementary School site since 2012.
- TTD has reviewed the local traffic issues, demands for public transit and requests from area agencies for more than a decade to inform possible next steps.
- All efforts made by TTD on a mobility hub are in response to widespread parking issues, traffic safety concerns, added congestion from new sites — including the East Shore Trail — enhanced worker access, and improved access to trails and other lakeside points of interest.



Incline Village

MOBILITY HISTORY – EAST SHORE EXPRESS

Year	Ridership
2012	12,155
2013	13,981
2014	13,949
2015	18,379
2016	25,963
2017	22,333
2018	34,507
2019	39,433



Incline Village

MOBILITY HISTORY – EAST SHORE EXPRESS

Year	# Days Lot Full	Max # Cars Parked/Day
2012	9	127
2013	10	129
2014	15	174
2015	15	(no data)
2016	13	(no data)
2017	17	132
2018	18	129
2019	27	(no data)



Facts

Is TTD collaborating with Washoe County on this project as it relates to the Tahoe Area Plan and regional plans?

Yes. While all agencies are working on coexisting timelines, our collective goals and the region's plans are being considered and incorporated every step of the way.

How does Incline Village benefit from all these planning efforts?

Planning efforts are yielding results for Incline Village. Some projects have been completed already such as the roundabout at SR 431 and the East Shore Trail. Others are currently being discussed with the community such as RTC's Reno-Incline Village pilot service anticipated for this summer.



Planning Process

Communication

- Open and collaborative communication will continue throughout the project planning phase.
- Opportunities for community involvement will be updated and noticed.
- Published notices of government meetings where the planning process decisions are considered.
- All documentation will be available on the project website.

Next Steps

1. Listening Session
2. Complete environmental review process
3. Secure additional funding for engineering and design
4. Complete engineering and design
5. Adopt project
6. Secure project funding
7. Construction



Questions and Comments?

Submit live questions in the "Questions" pane.
All questions and answers will be posted to the website.

<http://www.inclinevillagemobilityhub.org/>

@tahoetransportationdistrict

@tahoetransdistrict

COMMUNITY FEEDBACK WILL BE GATHERED AND ADDRESSED AT EACH STEP

*How would you like to receive updates and information?
How would you like to provide feedback?*

Shared with the Board.

NEXT MEETINGS...
Friday, February 26 at 2:00 p.m.

LISTENING SESSION...
Friday, March 5 from 3:00 p.m. to 5:00 p.m.



Say NO To A Transit Hub At The Old Elementary School



Stop The School Hub started this petition to **Tahoe Transportation District Board** and 1 other

ATTENTION INCLINE RESIDENTS AND HOMEOWNERS:

The Tahoe Transportation District (TTD) is proposing buying the old Incline elementary school property and turning it into a transit hub, which will most likely involve parking for hundreds of cars and a bus stop for multiple bus routes. Other uses under consideration are a large communication tower and a shuttle between Reno and Incline. The appraisal done on the property

GF/ja

1,217 have signed. Let's get to 1,500!



Sandra Cath signed 10 hours ago



PAMELA MILLER signed 1 day ago



George Fink South Lake Tahoe, CA, ...



I'm signing because... (optional)

- ☐ Please share my name and email address with Stop The School Hub, so that I can receive updates on this campaign and others.
- ☒ Display my name and comment on this petition

Sign this petition

MEMORANDUM

TO: Board of Trustees

FROM: Steven J. Pinkerton
General Manager

SUBJECT: Review, discuss, and possibly provide direction regarding the offer from Washoe County School District to purchase the old elementary school property (771 Southwood Boulevard) for \$2,000,000.

STRATEGIC PLAN REFERENCE(S): Long Range Principal #4 – Service
Long Range Principal #5 – Assets and Infrastructure

DATE: February 19, 2019

I. RECOMMENDATION

That the Board of Trustees decline the offer from Washoe County School District to purchase the old elementary school site (771 Southwood Boulevard) but request that IVGID participate in the planning and development process if another public entity purchases the property.

II. DISTRICT STRATEGIC PLAN

Long Range Principal #4 - Service

- The District will provide superior quality service and value to its customers considering responsible use of District resources and assets.

Long Range Principal #5 – Assets and Infrastructure

- Conduct planning and design, in advance of undertaking projects or procurement, to ensure new District assets meet operational requirements and enhance the customer experience.

III. BACKGROUND

On January 11, 2019, the Washoe County School District (WCSD) sent a letter to IVGID (attached) regarding the disposition of the old elementary school property at 771 Southwood Boulevard.

Review, discuss, and possibly provide direction -2-
regarding offer from Washoe County School District
to purchase the old elementary school property for
\$2,000,000.

February 20, 2019

WCSD has determined that the property will no longer be needed for school facilities. Based on this determination, WCSD participated in the planning process for IVGID's draft Community Services Master Plan (Plan).

The property was identified as an "Opportunity Site" in the Plan. Possible uses included soccer fields, flex lawn, a dedicated dog park, bocce courts, picnic pavilions and a playground. Detailed site plans with three alternative scenarios are included on pages 88-89 of the draft Plan.

All of these potential uses are also being considered at other opportunity sites as well. Prioritization of uses, sites and possible funding have not yet been incorporated into the Plan. It is anticipated that the Board of Trustees will begin reviewing the final Draft Plan this spring, with final adoption later this year.

Currently, there are no identified funding sources for any aspects of the Plan. All current District capital assets are dedicated towards maintenance and replacement of current District facilities.

WCSD has an "as-is" appraisal of the property which places the value at \$3,000,000. NRS 277 allows WCSD to directly dispose of property directly to another political subdivision if used for a public purpose. WCSD staff has indicated that they would recommend to the WCSD Board a purchase price of \$2,000,000 for a public purpose purchase.

IV. CURRENT SITUATION

As noted in the letter, WCSD "would like to inquire if IVGID desires to continue to go forward with this property transaction? We would really appreciate if you would please let us know of IVGID's desire on this matter by April 30th so that we can continue to move forward in the process."

In discussions with WCSD staff, they are hoping that IVGID could indicate their interest in the property as soon as possible. There are other potential public agencies also interested in the property and they'd like to keep the sale process moving expeditiously.

At this time, Staff would recommend that IVGID decline the opportunity to purchase the site and request that the District participate in the planning and development process if another public entity purchases the property.

Once the Community Services Master Plan is adopted by the Board, there will be a better idea of the implementation priorities for the Plan, potential funding sources

Review, discuss, and possibly provide direction -3-
regarding offer from Washoe County School District
to purchase the old elementary school property for
\$2,000,000.

February 20, 2019

identified and possible timing of specific projects. Any public entity purchasing the site will have to go through a lengthy process to entitle the property thus giving IVGID the opportunity to coordinate with the lead Agency.

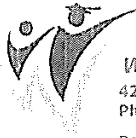
V. FINANCIAL IMPACT AND BUDGET

None expected at this time. If the District chooses to purchase the property, there is potential funding available in the Community Service Fund. However, there would need to be a discussion in conjunction with the review of the Capital Improvement Plan budget to determine what other projects would need to be delayed or cancelled in order to facilitate the purchase.

In addition, as noted in the draft Community Services Master Plan, estimated construction costs for improving the site with recreational facilities is in excess of \$7 million.

VI. ALTERNATIVES

Initiate negotiations with WCSD to purchase the site, defer a decision until the April Board of Trustees meeting or request that WCSD to refrain from offering the site to other agencies until the Community Services Master Plan is completed.



Washoe County School District

425 East Ninth Street * P.O. Box 30425 * Reno, NV 89520-3425
Phone (775) 348-0200 * (775) 348-0304 * www.washoeschools.net

Board of Trustees: Katy Simon Holland, President * Malena Raymond, Vice President * Angela Taylor, Clerk
* Jacqueline Calvert * Andrew Caudill * Scott Kelley * Ellen Minetto * Traci Davis, Superintendent

January 11, 2019

Mr. Steven Pinkerton
General Manager, Incline Village General Improvement District (IVGID)
893 Southwood Blvd.
Incline Village, NV 89451

RE: Old Incline Elementary School Property

Dear Steve,

The Washoe County School District (WCSD) is currently in the process of disposing of excess property that is owned by the District. Several parcels have been identified that WCSD will not be utilizing for future school facilities. As you are aware, WCSD has been working with your staff in regards to potential public and private uses for the old Incline Elementary School property located at 771 Southwood Blvd. In this regard, WCSD participated in the IVGID Community Services Master Plan.

Based on a property appraisal from Johnson, Perkins, & Griffin dated September 21, 2017, the property was valued at \$3,000,000 in an "as-is" condition that includes the existing elementary school structure. Nevada Revised Statutes (NRS 277) allows WCSD to directly dispose of property to another political subdivision if used for a public purpose without going through the typical property disposal process. During our discussions with IVGID staff, WCSD staff agreed to make a recommendation to the WCSD Board of Trustees to provide the property to IVGID in exchange for \$2,000,000. We would like to inquire if IVGID desires to continue to go forward with this property transaction? We would really appreciate if you would please let us know of IVGID's desire on this matter by April 30th so that we can continue to move forward in the process.

Thank you for your time and assistance on this matter and your continued partnership with WCSD.

Sincerely,

Pete Etchart, Chief Operating Officer
Washoe County School District

Traci Davis, Superintendent
Washoe County School District

MEMORANDUM

Date: March 9, 2021

To: Tahoe Transportation District (TTD) Board of Directors

From: TTD Staff

Subject: Update on Workplan Progress and Schedule to Collaboratively Develop Sustained Transportation Revenue Sources

Action Requested:

It is requested the Board hear the item and discuss the progress and support needed to keep the workplan schedule on track to collaboratively develop revenue sources that can be employed and sustained for the implementation and operation of transportation system improvements and services related to the Regional Transportation Plan (RTP).

Fiscal Analysis:

At the July 10, 2020 Board meeting, the Board heard and discussed the One Tahoe initiative to change TTD's authorizing language to provide the ability for the Board to make a future decision for a revenue mechanism that will work to facilitate the implementation of the RTP and leverage other existing federal, state, local, and private sources. Pursuit of legislation and the ancillary stakeholder process will require additional financial resources. TTD's current budget has \$30,000 in general fund for staff and professional services and a remaining balance of approximately \$48,000 in Surface Transportation Block Grant funds for professional services to the process effort. This is a limited budget for what is needed.

Staff has also applied for a Surface Transportation System Funding Alternative (STSFA) Program grant through the Nevada Department of Transportation (NDOT) at the encouragement of the Federal Highway Administration (FHWA), who support efforts like One Tahoe, given transportation system needs around the country and the limited amount of federal funds to meet them all. The grant request is for almost \$1 million over a period of at least fifteen months and would support a more robust effort, including public outreach and initial project development for the revenue collection system. No announcement has been made for this grant as of this date. Given the schedule to complete the proposed work in the work plan, if the grant were awarded, it would become available late into the schedule at this point. Therefore, Staff has worked with the Tahoe Regional Planning Agency (TRPA) to reallocate \$235,000 of additional STBG funds from the SR 28 project to support this work. Those funds will be administered through NDOT under a new agreement for Recreation Travel. TRPA is also assessing revenue sources that it has available that could be used in conjunction with TTD sources for use in this collaborative process effort.

Work Program Analysis:

Work to address the next phase of regional revenue establishment is included in this fiscal year's work program and is dedicated to this effort. The approved workplan requirements will also be programmed for next fiscal year.

Background:

Since October 2018, TTD has been engaged in a lengthy public process to determine revenue ideas and arrive at support for enabling legislative changes to TTD's authority, in order that the Board can move forward at a future date to establish a regional revenue source to be used for transportation system improvements and operations as first envisioned in the bi-state compact of 1980. The region is in great need of such a source; as for decades, the RTP has had a serious shortfall and been heavily dependent on discretionary grant sources, for which there is not enough funding or is absent for services, such as transit operations.

In February and March of last year, Mr. Morse brought forward to the Board a series of recommendations for a regional revenue source after having evaluated twenty-nine ideas that came out of the public process through a three-tiered screening process. He also recommended some administrative policies that need to be further developed and also administrative questions to answer when the revenue source would be adopted and put into use. Examples of this include annual revenue budgeting and distribution, equity, jurisdictional fair share, interplay and synchronization with the Resort Triangle portion of Placer County and Truckee area to the I-80 corridor to name a few.

At the August meeting, Mr. Morse presented a review of the process to arrive at the revenue recommendation and other key points. TTD staff presented a more detailed future process plan for Board discussion and input, as the regional effort to develop and ensure consensus continues to move forward for the 2021 legislative sessions and for next steps leading to decision once authorizing language is achieved.

At September's meeting, Staff presented further details and a calendar for discussion with the Board. Of note, pertinent to this discussion were some of the difficulties the Board has been articulating in the TTD Board Governance facilitation process regarding integrating and bridging with the other organizations they represent to get an alignment, a consensus, get onto the same page or similar descriptor; so that actions can work together to achieve a greater good. With the various stakeholder processes existing at the local government level, the private sector level, the bi-state transportation process level, the TTD Board level, and the TRPA Board level; that is exactly the type of thought and feedback needed. The discussion centered on how to bring or integrate these separate processes into alignment on a matter as meaningful as what TTD has been considering with One Tahoe to help deliver transportation solutions.

At the October meeting, Staff presented an approach that has evolved out of the various transportation processes that have been underway over the last two years: TTD's One Tahoe, the bi-state process on transportation, the RTP, and the proposed threshold change for Vehicle Miles Travel (VMT). The evolution is the recognition of the political difficulty of moving forward and advancing the implementation of transportation needs until a consensus from a coalition of stakeholders within the Tahoe region can be reached, especially on funding. The timeliness of the aforementioned efforts arriving at decision points in the last quarter of last year have facilitated thoughts on how best to proceed to collective success. Given the attention and interest of many transportation stakeholders, the idea of TTD and TRPA working together to foster a coalition of support for funding Tahoe's transportation plan was discussed and met with a positive reception overall.

At the November meeting, Staff presented a framework concept that had been developed by TTD and TRPA staff for the Board's consideration and feedback. The framework had been discussed prior with the committee from the bi-state process and with the Tahoe Transportation Implementation Committee (TTIC), which has represented staff from TRPA/TMPO, TTD, the state departments of transportation, local government public works, and the Transportation Management Associations (TMA).

An informational brief was given at the December meeting to update the Board on the status of the work plan. At the January meeting, the Board reviewed and heard the proposed consensus work plan developed by TTD and TRPA staff. The TTD Board provided direction to staff to utilize the entire Board as its policy working committee and to schedule up to one and half hour sessions at each monthly Board meeting until the work plan effort is complete.

At the February meeting, the Board reviewed, discussed, and shaped the policy questions and proposed direction to the technical work to be performed by the TTIC per the workplan.

Discussion:

Staff will present an update to the Board on the discussions with the TTIC, which occurred the week after the TTD Board meeting last month, and the discussion with the EIP and Transportation Committee of the TRPA for the partner policy discussion on questions and direction to the TTIC. The second item of discussion will be about procurement of services to assist with workplan support for areas, such as facilitation and product production for the policy and facilitation teams.

The TTD discussion was very helpful and informative last month. It provided detail for discussion with the TTIC and it helped shape a simplification in presentation approach for the TRPA committee discussion (Attachment A). The items or policy questions discussed by the TTD Board were reorganized into themes or "buckets" that can be easier to use in public education and outreach and help people to explain the work that must be done as part of the workplan.

In regard to the workplan schedule (Attachment B), while the effort is launched, it is not on track to meet the deadline. This was anticipated at the beginning of the year and actions have been taken to shift funds to help support the work that must be completed by the TTIC and Policy Committees. TTD has budget available (see fiscal analysis) and TRPA reports that it too has funds available. Now is the time to adjust and use the available funds to procure services to assist the staffs and committees in getting the work done. Staff will present ideas for discussion and input on what needs can be assisted. For example, last month, the use of consensus and the consensus gauge was discussed as an effective method to work through difficult decisions and arrive at support. To effectively implement the idea, the effort will be best served by professional facilitation qualified in this area. The facilitator or team can educate stakeholders, work with the project team, and work with the policy committees to establish a trusted process that can ensure the best chance of all being heard, all being respected, the ability to put issues on the table and working through them, and bringing new or old information forward in a way that can be accepted.

Additional Information:

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

Attachments:

- A. Policy Issues Presentation from TRPA Committee Meeting
- B. Workplan Schedule Graphic



TRPA Environmental Improvement Program, Transportation & Public Outreach Committee

February 24, 2021



TRPA Environmental Improvement Program, Transportation & Public Outreach Committee

February 24, 2021

Agenda Item 2

Sustainable Transportation Funding –Work Session #1

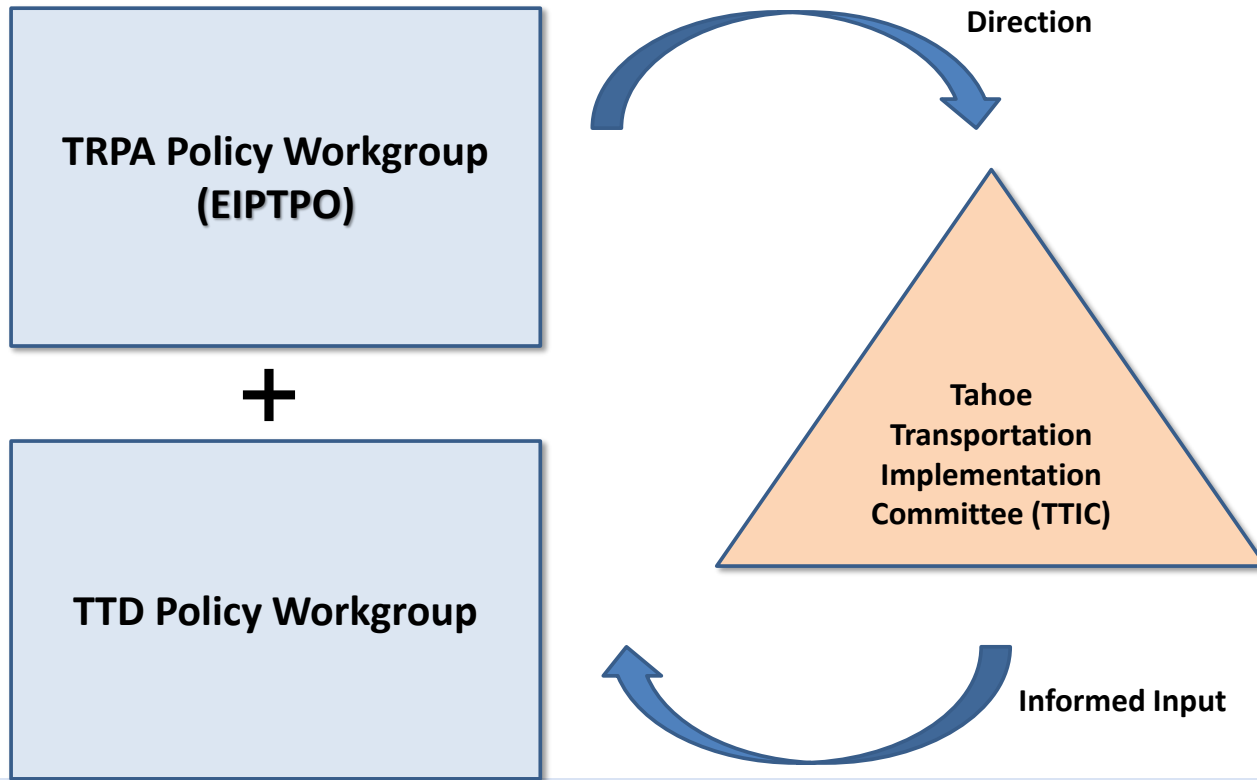


Transportation Funding Initiative

- Review Committee Role
- Examples of other regional funding initiatives
- Policy Considerations / Guidance
- Direction to Technical Committee (TTIC)
- Information back to Policy Committees (EIPTPO & TTD)



Transportation Funding Initiative





Transportation Funding Initiative

Communicating the Need

2018 FINAL EXPENDITURE PLAN
MARIN COUNTY TRANSPORTATION SALES TAX RENEWAL

FUEL REVENUE INDEXING

Investing in Our Community, One Gallon At A Time

WHAT IS FUEL REVENUE INDEXING?

Fuel Revenue Indexing (FRI) funds are generated each time a motorist fuels their vehicle. A portion of every gallon of gas purchased in Clark County is funding critical transportation projects, creating jobs and improving the economy in Southern Nevada. Projects funded by FRI may be included in either the 3-year initial program from 2014-2016, or the 10-year extension through 2026.

INTERSTATE 15 FROM LAS VEGAS TO PHOENIX

INTERSECTION & TRANSIT CORRIDOR DEVELOPMENT

ROADWAY IMPROVEMENTS

215 BELTWAY & BRIDGE COMPLETIONS

PROGRESS REPORT

ALL ROADWAY FUNDING
(Motor Vehicle Fuel Tax, Fuel Revenue Indexing, and Sales Tax)

AS OF SEPTEMBER 30, 2020:

- 510 projects have been awarded, and 260 have been completed
- 70 local small businesses have been put to work
- Over \$1 billion has been spent in roadway projects
- Over 10,400 jobs have been created

Updated 9/30/20

RTCSNV.COM/FRI

Community Benefits for Sonoma County

Potential projects would be identified and prioritized by each city and the County when a call for projects is issued for the Move Traffic and Improve Safety and Build Bikeways and Pathways programs. Sample projects are included in Moving Forward 2050, the SCTA's Comprehensive Transportation Plan, found at: scta.ca.gov/2050

Go Sonoma Dedicated Funding

SCTA is placing a measure on the ballot to extend Measure M sales tax funding with no increase in existing sales tax rates. If the Go Sonoma Act is authorized by voters, the SCTA would start working on new projects immediately.

Move Traffic and Improve Safety - \$7.0 Million Annually

Would fund projects that alleviate traffic congestion and improve safety for vehicles, bicycles and pedestrians.

Bikeway and Pathway Projects - \$3.1 Million Annually

Would more than triple local funding for bike and pedestrian projects.

Annual Transit Agency Funding - \$6.0 Million Annually

Operators	Maintain & Expand Service	Reimbursement
Petaluma Transit	\$582,000	Fare free rides
Santa Rosa CityBus	\$1,642,000	&
Sonoma County Transit	\$2,457,000	commuter benefits

Annual Pothole Fund \$9.9 Million Annually to Smooth and Maintain Roads

Jurisdiction	Split (Population/Road Mile)	Estimated Annual Sales Tax Funding
Cloverdale	1.59%	\$157,000
Cotati	1.27%	\$126,000
Healdsburg	2.18%	\$216,000
Petaluma	9.78%	\$967,000
Rohnert Park	6.24%	\$616,000
Santa Rosa	28.15%	\$2,781,000
Sebastopol	1.28%	\$127,000
Sonoma	1.84%	\$182,000
Windsor	4.61%	\$456,000
County	43.04%	\$4,253,000

To learn more, visit scta.ca.gov/GoSonoma



Transportation Funding Initiative

- Summary of TTD Board Feedback
 - Include surrounding communities (Placerville, Carson City, Truckee, Etc.)
 - Acknowledgement of current local funding
 - Include project details for Corridor priorities
 - Broad public and legislative outreach (beyond the Tahoe Basin)
 - “Consensus gauge” collaboration approach discussed
- Summary of TTIC Feedback
 - Timely alignment among implementors (Regional and Localized priorities)
 - Outreach materials will be critical to retaining momentum
 - Need to aggregate public input from partners to understand public needs
 - Tahoe has history of robust processes to allocate funds (EIP, FAC, etc.)



Transportation Funding Initiative

WHY	<ul style="list-style-type: none"> • Why is there the need? • Bi-State Compact: Shared responsibility to fund the RTP • Maintain competitiveness and local match for Federal and State funding • Provide stable ongoing source for unfunded Operations and Maintenance 	WHERE	<ul style="list-style-type: none"> • Where will projects go? • Regional and/or Local Priorities? • Measurable benefits locally and regionally (GHG & VMT reduction, etc.)
WHAT	<ul style="list-style-type: none"> • What's the funding source? Evaluate new potential sources • Target one funding source or many? New or existing Sources? • Interplay with new/existing local, private, state, federal funding • Federal, State, Local, Private funding targets 	WHEN	<ul style="list-style-type: none"> • When to implement new funding? • Timeframe for delivering necessary priorities? • Finance jumpstart of improvements?
WHO	<ul style="list-style-type: none"> • Who Pays? Social Equity Issues: • Locals, Visitors, Commuters • Income-Based, Disadvantaged communities • Delivers benefit to those who pay • New access benefits to many? 	HOW	<ul style="list-style-type: none"> • Who administers new funding? Accountability and transparency • How are projects awarded funds and process for annual regional funding programming? • Tracking performance (GHG, VMT, etc.)



Transportation Funding Initiative

WHY

- Why is there the need?
 - Bi-State Compact: Shared responsibility to fund the RTP
 - Maintain competitiveness and local match for Federal and State funding
 - Provide stable ongoing source for unfunded Operations and Maintenance



Transportation Funding Initiative

WHAT

- What's the funding source? Evaluate new potential sources
- Target one funding source or many? New or existing Sources?
- Interplay with new/existing local, private, state, federal funding
- Federal, State, Local, Private funding targets



Transportation Funding Initiative

WHO

- Who Pays? Social Equity Issues:
- Locals, Visitors, Commuters
- Income-Based, Disadvantaged communities
- Delivers benefit to those who pay
- New access benefits to many?



Transportation Funding Initiative

WHERE

- Where will projects go?
- Regional and/or Local Priorities?
- Measurable benefits locally and regionally (GHG & VMT reduction, etc.)



Transportation Funding Initiative

WHEN

- When to implement new funding?
- Timeframe for delivering necessary priorities?
- Finance jumpstart of improvements?



Transportation Funding Initiative

HOW

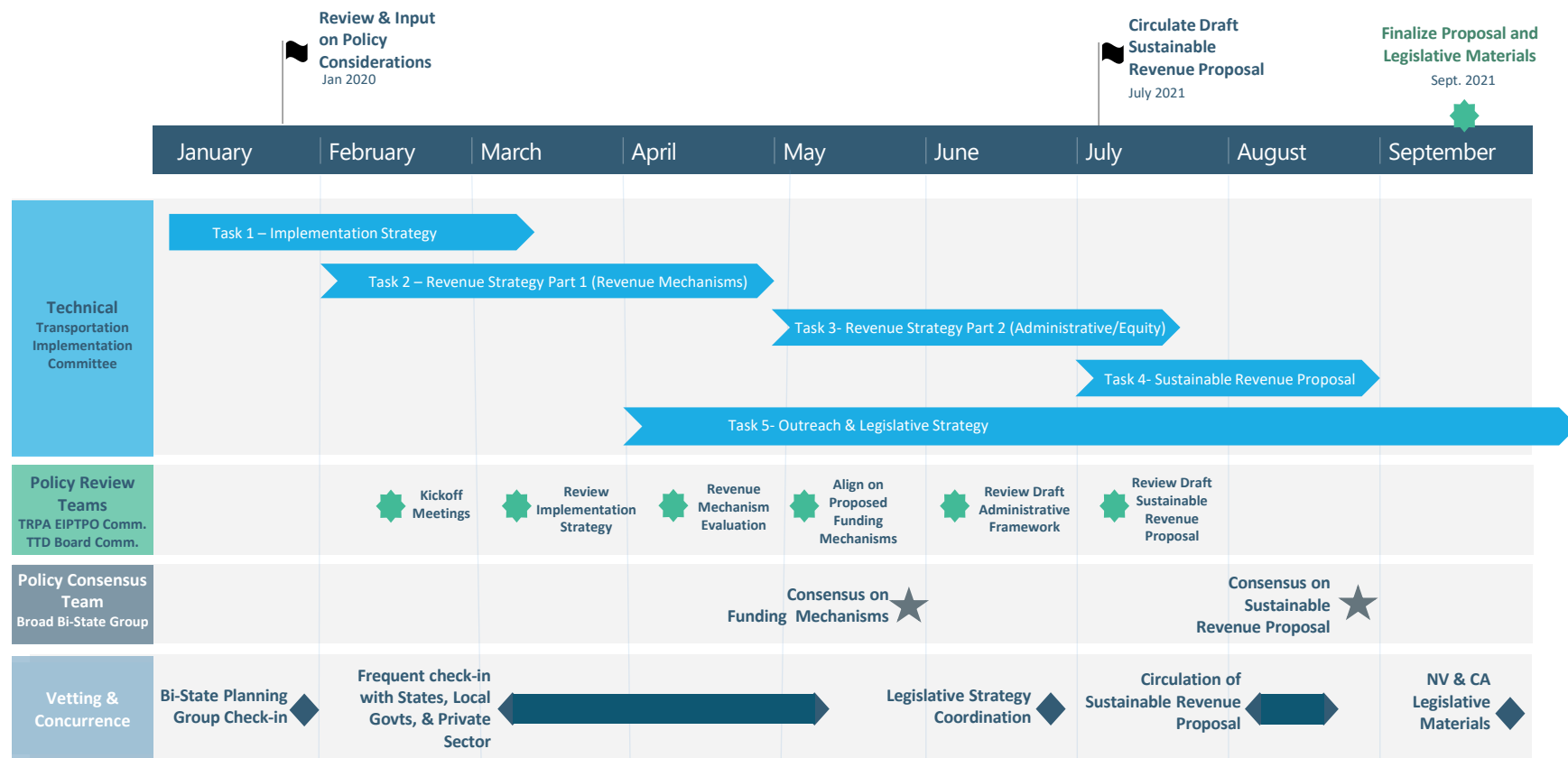
- Who administers new funding? Accountability and transparency
- How are projects awarded funds and process for annual regional funding programming?
- Tracking performance (GHG, VMT, etc.)



Transportation Funding Initiative

WHY	<ul style="list-style-type: none"> • Why is there the need? • Bi-State Compact: Shared responsibility to fund the RTP • Maintain competitiveness and local match for Federal and State funding • Provide stable ongoing source for unfunded Operations and Maintenance 	WHERE	<ul style="list-style-type: none"> • Where will projects go? • Regional and/or Local Priorities? • Measurable benefits locally and regionally (GHG & VMT reduction, etc.)
WHAT	<ul style="list-style-type: none"> • What's the funding source? Evaluate new potential sources • Target one funding source or many? New or existing Sources? • Interplay with new/existing local, private, state, federal funding • Federal, State, Local, Private funding targets 	WHEN	<ul style="list-style-type: none"> • When to implement new funding? • Timeframe for delivering necessary priorities? • Finance jumpstart of improvements?
WHO	<ul style="list-style-type: none"> • Who Pays? Social Equity Issues: • Locals, Visitors, Commuters • Income-Based, Disadvantaged communities • Delivers benefit to those who pay • New access benefits to many? 	HOW	<ul style="list-style-type: none"> • Who administers new funding? Accountability and transparency • How are projects awarded funds and process for annual regional funding programming? • Tracking performance (GHG, VMT, etc.)

Lake Tahoe Sustainable Transportation Funding





Transportation Funding Initiative

Collective Decision Making - Developing Consensus

- Move forward together to be successful
- Consensus Gauge/Scale Approach
- Used in other Lake Tahoe processes



TRPA Environmental Improvement Program, Transportation & Public Outreach Committee

January 27, 2021

Committee Discussion/Questions

AGENDA ITEM 2

Transportation Funding Initiative



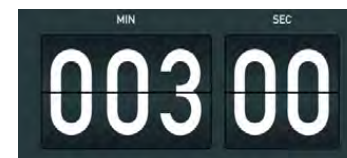
TRPA Operations and Governance Committee

October 28, 2020

Public Comment

AGENDA ITEM 2

Transportation Funding Initiative





TRPA Environmental Improvement Program, Transportation & Public Outreach Committee

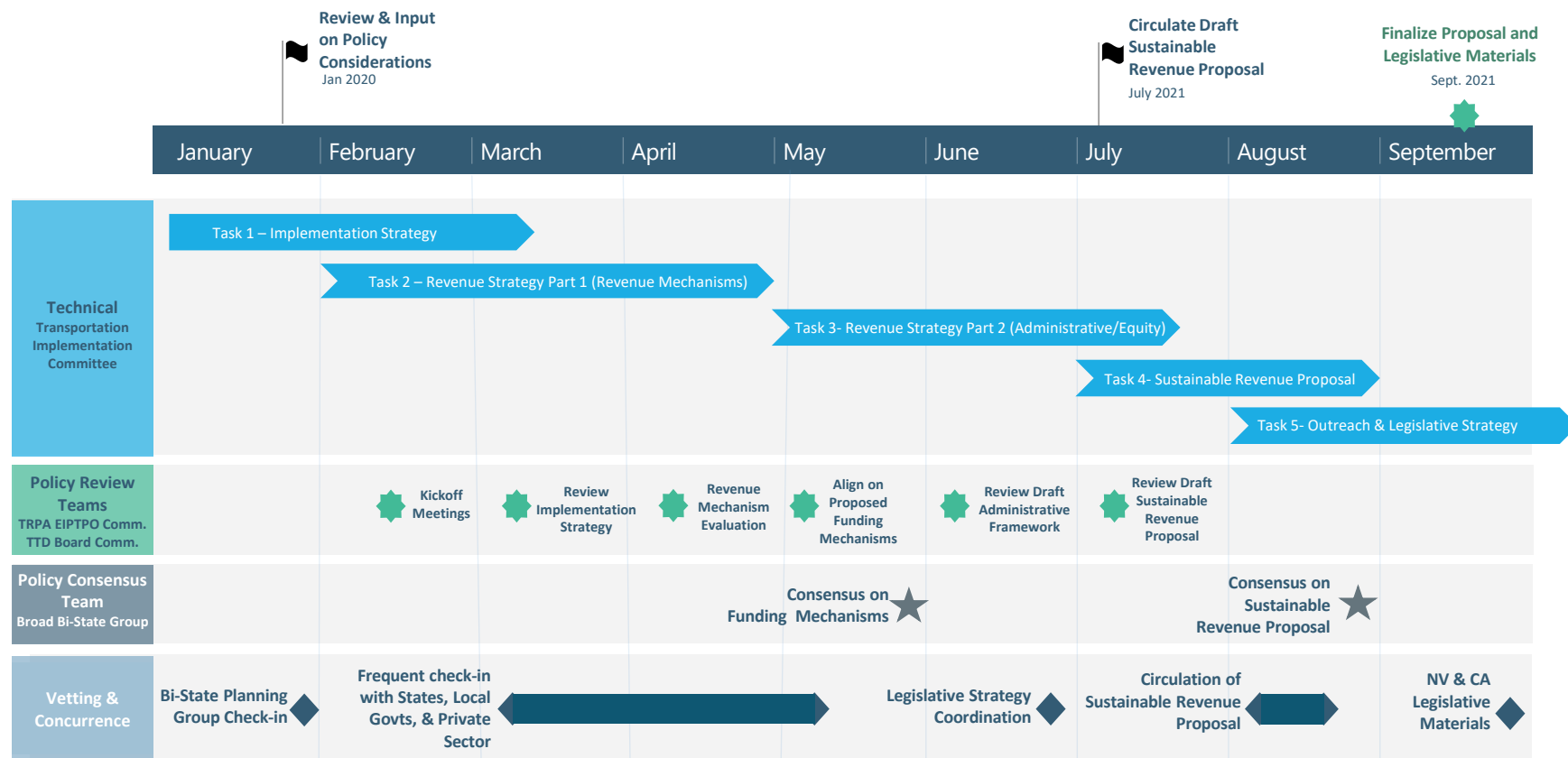
January 27, 2021

Informational Item/ No Action Required

AGENDA ITEM 2

Discussion and direction by the EIPTPO Committee

Lake Tahoe Transportation Sustainable Revenue



MEMORANDUM

Date: March 9, 2021

To: Tahoe Transportation District (TTD) Board of Directors

From: TTD Chair

Subject: Process for the Performance Evaluation of the District Manager for the Period of July 2019 through March 2021

Action Requested:

It is requested the Board review and discuss the evaluation process for the District Manager.

Fiscal Analysis:

None at this time.

Work Program Analysis:

The review process is part of the administrative time allotted in the work program for staff.

Background:

The District Manager's review process was last considered at the July 2019 Board meeting (Attachment A). The District Manager's last review was conducted at the October 2019 Board meeting covering the period of 2017 through 2019 (Attachment B). As further background, the prior review of August 2017 is also included (Attachment C).

Discussion:

Due to recent transitions in the Board and many aspects of this last year's unique workload, the Board did not complete an annual review for the District Manager last spring. As such, the Chair is suggesting a review period of July 2019 through March 2021, allowing both previous Board members, as well as current Board members, to participate in the review process.

The evaluation process will review duties and objectives, including those outlined in his current contract.

- The District Manager to provide a self-evaluation to Chair and Vice Chair
- An Evaluation Form will be circulated to each Board Member serving during the time frame of the review (past and present)
- The form will include ratings on performance during the review period, as well as a list of objectives and priorities for the upcoming year
- Results will be collected by Human Resources Manager DeDe Aspero and provided to the Chair and Vice Chair
- The report will be given to full Board in Open Session at the May meeting

As we begin the evaluation process for the District Manager, the Board Chair has received a request from two members of the Board requesting a Closed Session discussion of the District

Manager's performance. Legal counsel has reviewed the request and found that it meets the criteria set forth in NRS sections 241.030 and 241.033(4). The requirements of noticing have been fulfilled.

Additional Information:

If you have any questions or comments regarding this item, please contact DeDe Aspero at (775) 589-5326 or daspero@tahoetransportation.org; or Nira Doherty at NDoherty@bwslaw.com.

Attachments:

- A. July 2019 Board Staff Summary and Attachments
- B. October 2019 Board Staff Summary and Attachments
- C. August 2017 Board Staff Summary and Attachments



Connecting our communities

MEMORANDUM

Date: July 8, 2019

To: Tahoe Transportation District (TTD) Board of Directors

From: Nira Doherty, General Counsel

Subject: Performance Evaluation of District Manager – Background, Process, and Standards

Action Requested:

It is requested the Board review the report and provide District staff direction regarding furthering and completing the performance evaluation of District Manager.

Fiscal Analysis:

No fiscal implications of this background report.

Background and Discussion:

This report summarizes the background of the District Manager position at TTD, including the authority for the creation of the position, the cooperative relationship between TTD and the Tahoe Regional Planning Agency (TRPA) regarding the position, and the employment agreement between TTD and the District Manager.

The Compact and Transportation Plan

Article IX of the TRPA Compact (Pub. Law 96-551, 94 Stat. 3233) established the TTD. The Compact requires adoption of a regional plan, which includes a transportation plan element. The transportation plan includes but is not limited to “parkways, highways, transportation facilities, transit routes, waterways, navigation facilities, public transportation facilities, bicycle facilities, and appurtenant terminals and facilities for the movement of people and goods within the region.” (Compact Art. V § (c)(2).)

The TRPA/TTD Memorandum Of Understanding

In order to implement the transportation plan, TRPA and TTD entered into a Memorandum of Understanding (MOU) in 2008 (Attachment A.) This MOU is still effective. (MOU, § 4.D.) The stated purpose of the MOU is to “specifically set forth the duties and responsibilities of each party with regard to implementation of the TRPA Transportation Plan, other mutually approved plans, and related matters.” (MOU, § 1.D.)

The MOU sets forth the “work to be accomplished by the parties through this MOU.” Such work is established through a list of 19 deliverables, including capital projects (such as the US 50/South Shore Community Revitalization Project) and administrative tasks (such as

ND/ja

AGENDA ITEM: IV.F.

CG/ja

AGENDA ITEM: VII.C.

development and administration of the TTD budget.) These deliverables are set forth in Attachment A to the MOU.

The MOU further provides that TTD shall hire, with recruitment assistance from TRPA, a District Manager. The District Manager serves at the pleasure of the TTD Board. The District Manager position is outlined in the MOU and includes the following duties, amongst others:

1. Responsibility for all transportation functions and activities of the District.
2. Under administrative direction of the TTD Board and subject to policy guidelines issued by the TTD, manage personnel and budgets, develop programs, and formulate operational procedures.
3. Plan, manage and coordinate the operations of TTD.
4. Oversee TTD transportation planning and project delivery efforts.
5. Responsibility for personnel actions, including selections, promotions, performance evaluations, disciplinary actions, and dismissals.

District Manager Employment Agreement

The District Manager position is currently administered through an employment agreement between TTD and Carl Hasty (the "Agreement," Attachment B.) The Agreement was entered into on July 1, 2013. The original term of the Agreement was for three years with an additional year to be added following a vote of the Board that the District Manager's overall performance had met expectations for the prior year. Thereafter, the term is extended for three years following each favorable vote on the District Manager's performance evaluation. Because the District Manager's last favorable performance evaluation was conducted in 2017, the term of the Agreement expires in 2020.

Regardless of the expiration of the term, the District Manager serves as an at-will employee; meaning his employment may be terminated at any time, with or without cause, by the TTD Board. Likewise, the District Manager may resign at any time.

The Agreement establishes the process for the District Manager's performance evaluation. The process is as follows:

1. The TTD Chair and one other TTD Board member shall meet to review Hasty's performance in the prior year and evaluate whether his performance meets, exceeds or falls below expectations for each of the duties and objectives of the Agreement. (The duties and objectives of the Agreement are summarized below, and set forth in the Agreement.)
2. Hasty shall prepare a self-evaluation for each of the duties and objectives of the Agreement.
3. The TTD Chair and the other TTD Board member shall meet and confer with Hasty regarding their initial determination and Hasty's self-evaluation, and identify and discuss any areas of disagreement.
4. The TTD Chair and the other TTD Board member shall finalize a written determination as to whether Hasty's performance meets, exceeds or falls below expectations for each of the duties and objectives of the Agreement.
5. The TTD Chair and the other TTD Board member shall present their written determination to the TTD Board. Hasty shall have an opportunity to address the TTD Board at that meeting.

ND/ja

AGENDA ITEM: IV.F.

6. The TTD Board shall vote as to whether Hasty's overall performance meets or falls below expectations for the prior year.

Pursuant to the Agreement, the District Manager is required to perform specified duties and pursue certain objectives in addition to those duties assigned from time to time by the TTD Board. Exhibit A to the Agreement sets forth the objectives and evaluation standards by which the District Manager will be evaluated each year.

Such specified duties include, amongst others:

1. The duties set forth in the MOU.
2. Seek direction from the TTD Board to develop policies, objectives, budgets, funding sources, and other items as necessary.
3. Develop and implement strategic legislative, funding, partnership and organizational actions relevant to the TTD mission statement.
4. Pursue objectives for annual evaluation including objectives related to finance, improving administrative capabilities, revenue development, project development, a transit system, board relations and partner relations. These objectives are described in greater detail in Exhibit A to the Agreement.

The Compact, MOU and Agreement, all described herein, provide the Board the opportunity to engage in a performance evaluation of the District Manager in accordance with these authorizing documents. The Board maintains discretion in implementing the performance evaluation, but should exercise such discretion in a manner that is consistent with the documents described herein.

Attachments:

- A. 2008 MOU Between the TRPA and TTD
- B. 2013 Agreement for Services as District Manager Between the TTD and Carl Hasty

ND/ja

AGENDA ITEM: IV.F.

Exhibit A

**MEMORANDUM OF UNDERSTANDING BETWEEN
THE TAHOE TRANSPORTATION DISTRICT AND
THE TAHOE REGIONAL PLANNING AGENCY**

This Memorandum of Understanding (hereinafter "MOU") is entered into this 11th day of August 2008, by and between the Executive Director of Tahoe Regional Planning Agency (hereinafter "TRPA") and the Board of Directors Tahoe Transportation District (hereinafter "TTD"). This MOU supercedes and replaces in full the prior MOU between TRPA and TTD executed in 2007.

Section 1. Recitals

A. TRPA and TTD are bi-state agencies created by and operating under the authority of the Tahoe Regional Planning Compact ("Compact").

B. The Compact establishes a division of authority between TRPA and TTD with regard to the planning and implementation of transportation activities within the Tahoe Basin.

C. TRPA and TTD agree that in order to further their separate, but complimentary, duties under the Compact there needs to be both a sharing of available resources and the creation of resources specifically devoted to the activities of TTD.

D. The purpose of this MOU is to specifically set forth the duties and responsibilities of each party with regard to implementation of the TRPA Transportation Plan, other mutually approved transportation plans, and related matters.

E. All activities described in this MOU shall be undertaken and performed in accordance with the provisions of the Compact and other applicable state and federal laws.

Section 2. Consideration and Interpretation

This MOU is entered into for and in consideration of the mutual promises herein exchanged. Given that both parties have participated in the drafting of the MOU, and have been represented by counsel, no presumption shall arise from the identity of the drafter.

Section 3. Terms of Agreement

- A. The work to be accomplished by the parties through this MOU is as described in Attachment A.
- B. The means, methods, and budget for accomplishing the work is as described in Attachment A and performance under this MOU is expressly contingent upon the availability of such funds.
- C. In order to effectively accomplish the work and funding as described the following steps will need to be accomplished by the parties, individually and collectively.
 - 1. TRPA will provide administrative and overhead services acceptable to TTD including payroll, accounting, purchasing, human resources, and office space, at its cost. The cost will be determined based upon a formula using the Individual Cost Allocation Plan (ICAP) as its base and will be subject to final approval by the TTD Board and the TRPA Executive Director.
 - 2. TTD shall hire, with recruitment assistance from TRPA, a District Manager. The job description for the position is Attachment B. The District Manager shall be classified in the TRPA personnel system for organizational purposes, but shall be an at will, contract employee of TTD, serving at the pleasure of the TTD Board.
 - 3. The District Manager shall hire, with recruitment assistance from TRPA, a Transportation Projects Manager, with duties as described in Attachment C. The position shall be classified in the TRPA personal system for organizational purposes, but will report to the District Manager and be a contract employee under provisions generally similar to those contained in the TRPA Personnel Manual dated June, 2008.
 - 4. TRPA and TTD shall share an Executive Assistant position who shall be a TRPA employee. TTD shall pay 1/2 of the costs of the position, which shall be jointly defined and supervised by the TTD District Manager and the TRPA Executive Director, or his/her designee. The duties of the Executive Assistant are described in Exhibit D.
 - 5. TTD shall pay twenty percent of the costs of the existing TRPA Transportation Planner/Administrator position to reflect his/her involvement in TTD activities.
 - 6. The Executive Director of TRPA, or his designee, shall assign TRPA staff as required, in consultation with TTD, to assist TTD in carrying out its duties and responsibilities under the bistate compact and this MOU.

Section 4. General Provisions

A. None of the duties or obligations set forth in this MOU may be assigned, transferred, or subcontracted without the prior written approval of both parties.

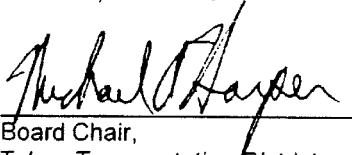
B. This MOU contains the entire agreement between the parties with regard to the subject matter contained herein. It supercedes and replaces all previous oral or written agreements, understandings, or communication between the parties on the subject.

C. In the event of dispute over the terms, conditions, or implementation of this MOU, the parties shall meet and confer in good faith in an attempt to resolve any such dispute between themselves. The parties may, upon mutual agreement, obtain the services of a mediator or facilitator. In the event the dispute cannot be resolved the sole remedy of either party shall be termination of this agreement as set forth below.

D. This MOU shall continue until ninety (90) days notice of termination is given by either party. Prior to such notice of termination being given and during the notice period, the parties shall meet and confer to seek alternatives to termination. During the term of this MOU the parties shall cooperate in good faith to carry out its purpose and intent.

E. Notice under this MOU shall be given by personal delivery or by first class mail, postage paid, as follows:

Board Chair
Tahoe Transportation District
P. O. Box 5310
Stateline, NV 89449


Board Chair,
Tahoe Transportation District

Executive Director
Tahoe Regional Planning Agency
P. O. Box 5310
Stateline, NV 89449


Executive Director,
Tahoe Regional Planning Agency

Attachment B

Class Title: TTD DISTRICT MANAGER

Class Code: 16

Salary: \$73,910 to 94,605 Annually

Hiring Range: \$73,910 to 85,736 Annually

To plan, organize, coordinate and direct the operations of the Tahoe Transportation District; to develop and implement transportation activities in the Tahoe Basin including transit services and transportation project delivery; to formulate transportation policies, procedures and operational objectives; to communicate effectively; and to establish an efficient organization by facilitating consensus building and decision making.

DISTINGUISHING CHARACTERISTICS

The TTD Administrator serves at the pleasure and approval of the Tahoe Transportation District Board and will receive guidance and policy direction from the Board. The Tahoe Transportation District is a bi-state compact created to implement transit and transportation projects in the Tahoe Basin under Article IX of the Tahoe Regional Planning Compact (PL96-551).

The incumbent in this position will be responsible for the supervision of staff carrying out TTD responsibilities, including direct employees and TRPA employees assigned to TTD duties and will require the possession of strong management and interpersonal skills. The incumbent will also need to possess the ability to negotiate/mediate between the different entities on various interests and concerns of each of the TTD member jurisdictions and agencies. The ability to establish and maintain cooperative working relationships and deal with difficult issues and those people encountered in the job is also required.

This position is responsible for all transportation functions and activities of the District; and requires a high level of initiative, judgment, discretion, and the ability to make independent decisions. Under administrative direction of the TTD Board and subject to policy guidelines issued by the TTD, the TTD Administrator manages personnel and budgets, develops programs, and formulates operational procedures leading to the implementation of an efficient district.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the TTD Board.

Management and oversight of TTD staff positions; this includes TTD Project Manager, Transit Planner/Administrator, and Executive Assistant carrying out TTD activities.

Approved - August 8, 2008

TTD FY09 Staffing Plan
July 1, 2008 to June 30, 2009

Attachment A

Focus Areas	Activity	Hrs (2080=(PY))	Cost	Funding Source
Project Development/Implementation	US 50 So. Stateline Core Project	500	\$42,500	FLH 1/2%
	Waterborne Project	450	\$38,250	FLH 1/2%
	Stateline-to-Stateline Bikeway Project	350	\$29,750	FLH 1/2%
	89/89 Realignment-Fanny Bridge Project	300	\$25,500	FLH 1/2%
	Develop work plan and schedule for TTD lead projects	200	\$17,000	FLH 1/2%
	Provide TTD project oversight and coordination with	100	\$4,800	TRPA
	TMPO programming and EIP	200	\$19,800	FLH 1/2%
	Oversight of Project Development Program	280	\$27,720	FLH 1/2%
	Apply for and manage Transit Grants	116	\$5,800	TTD Grants/Membership
	Manage TTD Insurance policy	100	\$9,900	TTD Grants/Membership
TTD Transit and Asset Management	Manage TTD asset management and procurement	100	\$5,000	TTD Grants/Membership
	Liaison with Operators and TMAs	100	\$5,000	TTD Grants/Membership
	Regional Transit Marketing Program	100	\$5,000	TTD Grants/Membership
	Manage regional funding initiative for Transit enhancements	300	\$29,700	TTD Grants/Membership
	Coordinate with EIP local funding proposals	150	\$7,200	TRPA
Secure Funding for Transit Enhancements	Develop and gain acceptance of expenditure plan to determine proposed transit enhancements	275	\$13,200	TRPA
	TTD Public Outreach (Public Project Workshops, Funding Plan Outreach, Etc.)	350	\$34,650	FLH 1/2%
	Provide TTD Project Development and Board Admin Functions	280	\$23,800	FLH 1/2%
	Develop and Administer TTD Budget	400	\$39,600	FLH 1/2%
	Administer TTD Operational/Consultant Contracts	100	\$9,900	TTD Grants/Membership
TTD Administration and Outreach		350	\$34,650	FLH 1/2%
		6,241	\$476,160	
Positions/Salary (Incl. overhead)	TTD District Manager	HRS	PY	Total \$
	Project Manager	2080	1.00	\$205,920
	Transit Planner/Administrator	2080	1	\$176,800
		416	0.20	\$20,800
	TRPA Transportation Staff	1040	0.5	\$42,640
Funding by Source		625	0.30	\$30,000
				\$476,160
Funding by Source	FLH 1/2%		\$375,860	
	TTD Membership/Grants		\$70,300	
	TRPA (OWP Funding)		\$30,000	

EXPERIENCE AND EDUCATION

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge and abilities. A desirable combination is:

Experience:

Five years of progressively responsible experience managing and directing public agencies or major divisions of public agencies at the local or regional level, preferably in the area of transportation planning and/or service delivery.

Education:

Equivalent to graduation from an accredited college or university with major course work in public administration, business administration, or closely related fields. Course work related to transportation planning, urban planning, transportation engineering, public policy, and/or environmental studies is also desirable.

License or Certificate:

Possession of a valid California or Nevada Driver's License.

Example of Duties:

Duties may include, but are not limited to, the following:

Plan, organize, coordinate and direct the operations of the TTD.

Plan, develop, and manage transportation activities in the Tahoe Basin including transit services.

Oversee TTD transportation planning and project delivery efforts.

Plan, organize, and administer the transportation project delivery in the Tahoe Basin.

Formulate TTD transportation policies, procedures and operational objectives.

Communicate effectively; establish an efficient organization by facilitating consensus building and decision making.

Establish and maintain cooperative working relationships and deal with difficult issues and those people encountered in the job.

Negotiate/mediate between the different entities on various interests and concerns of each of the jurisdictions.

Develop and plan new or revised programs consistent with effective administration and community needs; evaluate and allocate personnel resources needed to reach program objectives.

Assume responsibility for a variety of personnel actions including selections, promotions, performance evaluations, disciplinary actions, and dismissals.

Consultative oversight of TRPA staff assigned to TTD activities identified in the approved TTD Work Plan.

Review organizational structure, organizational issues, and operational methods for maximum efficiency and effectiveness.

Confer with the TTD Board on major administrative procedures and problems; develop solutions.

Formulate strategic directions, goals, and objectives related to transportation.

Staff the TTD and any advisory committees or subcommittees.

Oversee the adequacy and soundness of TTD' financial structure.

Management of funding distribution process of Rental Car Mitigation Funds.

Preparation and oversight of the TTD budget.

Negotiate and administer consultant contracts.

Direct/handle District media and public relations.

Serve as liaison with local Jurisdictions, TRPA/TMPO, TTC, and state and federal agencies.

Represent the TTD on transportation matters before boards, commissions, TRPA, Transportation Management Associations, Caltrans, NDOT, and other agencies and the public.

Perform related duties as assigned.

Typical Qualifications:

KNOWLEDGE OF:

Principles and practices of public administration with an emphasis on organizational, fiscal, and human resources management.

Principles and practices of management necessary to plan, organize, direct, and

evaluate programs, administrative policies, and transportation problems.

Principles and practices of transportation planning and management.

Principles and techniques of budget preparation and fiscal control.

Principles and practices of personnel management, supervision, and training.

Federal, state, and local regulations pertaining to transportation issues.

Legislative developments affecting transportation programs and funding at the federal, state, regional and local levels.

ABILITY TO:

Plan, organize, direct, and coordinate the programs and operations of the district.

Work with the TTD Board to develop consensus on strategic directions, goals, objectives and policies.

Establish an efficient organization and environment among TTD staff.

Work with staff to assess organizational needs and to develop and implement TTD administrative policies and procedures.

Effectively prioritize and direct work efforts of TTD staff.

Keep abreast of current trends and best practices in the field of transportation planning and apply them to TTD programs.

Plan, organize and direct a comprehensive transportation program.

Prepare and monitor a comprehensive budget.

Direct development of funding/grant proposals.

Analyze situations accurately and take effective action.

Prepare and present clear and concise correspondence, reports, and recommendations.

Communicate effectively both verbally and in writing.

Make presentations to commissions, City Councils, Board of Supervisors, and other public and private groups on behalf of the TTD.

Establish and maintain cooperative working relationships with TTD Board, TTD staff, other departments and agencies, the private sector, and the public.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit; use the computer keyboard and mouse, use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell; stand, walk, and stoop, or crouch. Occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee may occasionally be exposed to outdoor weather conditions, moving mechanical parts, fumes or airborne particles, toxic and/or caustic chemicals, and vibrations. The noise level in the work environment is usually moderate, but at times may be high.

Attachment C

Class Title: **TTD TRANSPORTATION PROJECTS
MANAGER**

Class Code: 15

Salary: \$68,435 - \$87,598 Annually

Hiring Range: \$68,435 - \$79,385 Annually

This position works for the Tahoe Transportation District performing project management function for TTD lead projects determined by the District. This position will report to the TTD District Manager and is responsible for establishing, interpreting, and carrying out district policies. The Tahoe Transportation District is a bi-state compact created to implement transit and transportation projects in the Tahoe Basin under Article IX of the Tahoe Regional Planning Compact (PL96-551).

DEFINITION

To assist the TTD General Manager in the planning, administering, organizing and coordinating the activities of the TTD; to implement complex transportation project implementation and delivery to make recommendations on organizational, financial, and procedural issues; and to represent the TTD member agencies on transportation matters to the public, other governmental agencies, community groups and transportation organizations on program issues.

DISTINGUISHING CHARACTERISTICS

The Transportation Projects Manager will plan, organize, coordinate, and administer the project delivery activities of the TTD. An incumbent in this class is responsible for coordinating, contracting, managing, and administering programs that relate to improvements with Waterborne, transit capital improvements, Highways, Streets and Roads within the Tahoe Basin and will also be responsible for overseeing implementation of the regions bike plan.

Implementation of projects and programs will be performed by this position using considerable independent judgment, initiative, and discretion based on policy and programming guidelines adopted by the TTD Board.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the TTD General Manager.

Responsibilities may include direct and indirect supervision over assigned staff.

EXPERIENCE AND EDUCATION

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge and abilities. A desirable combination is:

Experience:

Five years of increasingly responsible professional experience in large scale transportation project management, regional transportation planning or related transportation work, including experience at the local or regional level. Some general administrative or supervisory experience is desired. (A Master's degree in transportation planning or licensed engineer may be substituted for two years of the required experience).

Education:

Graduation from a four year college or university with major course work in transportation or urban planning, transportation engineering, urban geography, environmental studies or a closely related field.

License or Certificate:

Possession of a valid California or Nevada Driver's License.

Registered and licensed engineer preferable.

Example of Duties:

Duties may include, but are not limited to, the following:

Assist the TTD Administrator in the planning, administering, organizing, implementing and coordinating of the activities of TTD.

Perform complex transportation project management.

Make recommendations on organizational, financial, and procedural issues.

Implement and manage TTD lead transportation projects.

Serve as liaison with other Jurisdictions, Agency and City staff, other departments, and other state and federal agencies.

May supervise assigned staff as necessary; may assume responsibility for a variety of personnel actions including assisting with selections and promotions; conducting performance evaluations; and recommending disciplinary actions

and dismissals.

Assist in monitoring and evaluating effectiveness of transportation projects and as necessary, make recommendations and modifications to achieve desired outcomes.

Develop and implement district policies, protocols and procedures for effective operation; monitor compliance and initiate corrective action as needed.

Assure compliance with local, State, and Federal transportation program regulatory requirements including but not limited to monitoring reports, performance audits, and related record keeping.

Interpret and explain the objectives, policies and procedures of the transportation program to community organizations, governmental agencies and staff.

Review and analyze proposed legislation and advise TTD on potential impacts.

Prepare reports, correspondence and written recommendations concerning transportation related projects, proposed legislation and related materials.

Conduct and participate in staff meetings.

Develop, negotiate, administer, and monitor consultant contracts relating to Highways, Streets and Roads, and Bicycle studies and other project as assigned.

Respond to the day-to-day Highway, Streets and Roads, and Bicycle issues from Federal Highway Administration (FHWA), TRPA, NDOT, Transportation Management Associations, Caltrans and member agencies.

Represent TTD on behalf of member agencies on issues related to regionally significant Highway, Streets and Roads, and Bicycle issues.

Prepare agenda reports and make presentations to the TTD technical committees and Board.

Coordinate with TMPO programming staff to track and maintain TTD project funding and schedule in the appropriate programming documents.

Engage in the development and participation with the Environmental Improvement Program (EIP).

Identify and develop capital, rehabilitation, and maintenance grant funding opportunities at the local, State, and Federal levels.

Coordinate with the TTD General Manager on the preparation of the TTD annual budget and supervise the monitoring of budget related activities throughout the fiscal year.

Analyze computer generated transportation data.

Review regionally significant development proposals and environmental studies for traffic impact and prepare comments on transportation impact mitigation actions.

Perform related duties as assigned.

Typical Qualifications:

KNOWLEDGE OF:

Principles and practices of transit/transportation planning, analysis, and traffic modeling theory.

Federal, state, and local regulations pertaining to transit/transportation issues and programs.

Legislative developments affecting transit/transportation programs and funding sources at the federal, state, regional, and local levels.

Current trends and methods in transit/transportation planning including forecasting, data collection and analysis.

Principles and practices of public administration with an emphasis on organization and financial and budgetary analysis, preparation and control.

Principles and methods of program and contract administration, monitoring and evaluation.

Research, analytical and statistical methods applicable to transit/transportation planning.

Principles and practices of effective supervision and basic personnel management.

Principles of Transportation project management and delivery.

ABILITY TO:

Plan, organize and manage a comprehensive transit/transportation program and

the implementation of transportation projects.

Perform an extensive range of complex duties in transit/transportation project implementation and analysis.

Administer and negotiate contracts; evaluate effectiveness of contract services provided.

Effectively manage the day-to-day operations of an assigned unit.

Organize and prioritize work assignments.

Prepare budgets and funding proposals.

Develop, implement and revise administrative services, policies and procedures.

Make presentations before commissions, City Councils, Board of Supervisors, and other public and private groups as needed.

Analyze situations accurately and take effective action.

Prepare clear and concise correspondence and technical reports; collect, organize and maintain records.

Communicate effectively both verbally and in writing.

Understand and follow oral and written instructions.

Read, interpret and apply complex technical material.

Establish and maintain cooperative working relationships with staff, other departments and agencies, the private sector, and the public.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit; use the computer keyboard and mouse, use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell; stand, walk, and stoop, or crouch. Occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee may occasionally be exposed to outdoor weather conditions, moving mechanical parts, fumes or airborne particles, toxic and/or caustic chemicals, and vibrations. The noise level in the work environment is usually moderate, but at times may be high.

**AGREEMENT FOR SERVICES AS DISTRICT MANAGER BETWEEN
THE TAHOE TRANSPORTATION DISTRICT AND CARL HASTY**

This employment contract (this "Agreement") is executed and effective this July 1, 2013, by and between Carl Hasty (hereinafter "Hasty") and the Tahoe Transportation District (hereinafter "TTD"), a bi-state Compact agency created by the Tahoe Regional Planning Compact.

RECITALS

WHEREAS, TTD desires to employ and retain the services of Hasty as District Manager subject to the terms and conditions specified herein; and

WHEREAS, the TTD pays the Tahoe Regional Planning Agency (TRPA) to supply some administrative personnel services but TTD accepts any and all responsibility or potential liability for, and controls performance of, the services that Hasty provides under this Agreement; and

WHEREAS, Hasty desires to accept such employment as District Manager pursuant to the terms and conditions specified herein; and

WHEREAS, Hasty shall be employed by TTD as an at-will employee serving at the sole pleasure of the TTD Board as further set forth herein and in accordance with the labor and employment laws of the State of Nevada.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties mutually agree as follows:

1. Term of Agreement: The initial term of this Agreement shall commence on the date of execution and shall continue for a period of three (3) years. An annual review of Hasty's performance will be completed each year pursuant to Section 7 of this Agreement. One additional year will be added to the initial term of this Agreement upon the completion of that annual review in a manner that results in a TTD Board vote that Hasty's overall performance meets expectations for the prior year. Hence, after each annual review, the term of this Agreement will reset to a three (3) year term that expires three (3) years from the next occurring anniversary date of the execution of this Agreement.

The term of this Agreement shall in no way limit the at-will nature of Hasty's employment.

2. Employment: TTD hereby employs Hasty as its District Manager. Hasty shall devote his entire productive time, ability, and attention to fulfilling this Agreement and shall not engage in any other paid business, educational, professional, or work activities without the express written consent of the TTD Board, which consent shall not be unreasonably withheld. This section shall not be deemed to preclude the making of

personal investments and the management thereof, so long as that activity does not constitute a conflict of interest under applicable federal, state, or local law. TTD understands that Hasty currently owns and operates a family business. That activity shall not constitute a violation of this Agreement, so long as no conflicts of interest are created in the operation of the business.

3. At-will Employment: Hasty shall serve as an at-will employee of TTD, with no stated duration of employment, and shall serve at the sole pleasure of the TTD Board. Hasty may be terminated at any time, with or without cause, by the TTD Board. Hasty may resign at any time provided that such resignation does not otherwise cause a breach of his duties as District Manager.
4. Termination for Cause: The term “cause” for the purposes of this Agreement is defined as:
 - a. fraud, misappropriation or embezzlement;
 - b. intentional breach of the provisions of this Agreement or TTD policies;
 - c. neglect of duties or willful misconduct which has resulted, or in all probability is likely to result, in material economic damage to TTD;
 - d. repeated failure to perform the duties and obligations of the District Manager under this Agreement;
 - e. a breach of duty; and
 - f. incapacity.
5. Severance Pay: If Hasty is terminated without cause, TTD shall pay severance to Hasty equal to four and a half (4.5) months’ of Hasty’s annual salary which shall be Hasty’s exclusive remedy and compensation with regard to any such termination. Hasty shall not be entitled to severance pay if he is terminated for cause as determined by the TTD Board. Hasty shall not be entitled to severance pay if he resigns for any reason.
6. Duties of District Manager: Hasty shall perform the following duties and such other duties as may be assigned from time to time by the TTD Board, in accordance with direction from the TTD Board:
 - a. Pursue the objectives outlined in Exhibit A;
 - b. Manage and oversee TTD staff including hiring, firing and daily oversight;
 - c. Plan, organize, implement and administer TTD transit services and project delivery in the Lake Tahoe basin;

- d. Plan, organize, create and implement TTD administrative processes, tools and administrative capabilities;
 - e. Seek direction from the TTD Board to develop policies, objectives, budgets, funding sources, and other items as necessary for TTD Board action needed to support TTD;
 - f. Establish and maintain cooperative working relationships and deal with complex political, financial and personnel issues encountered as obstacles;
 - g. Develop and implement strategic legislative, funding, partnership and organizational actions relevant to the TTD mission statement;
 - h. Build and maintain public support for the implementation of TTD and Lake Tahoe basin transportation program objectives;
 - i. Inform the TTD Board of TTD's actual financial position by providing budget information for TTD Board approval in a format consistent with the standard chart of accounts format that is common with governmental budgets; and
 - j. All other duties described in the job description attached as Exhibit B.
7. Annual Performance Evaluation: Hasty's performance shall be evaluated annually prior to June 30 for the term of this Agreement. The process for the evaluation shall be as follows:
- a. The TTD Chair and one other TTD Board member shall meet to review Hasty's performance in the prior year and evaluate whether his performance meets, exceeds, or falls below expectations for each of the duties in Section 6 and the objectives in Exhibit A;
 - b. Hasty shall prepare a self-evaluation for each of the duties in Section 6 and the objectives in Exhibit A;
 - c. The TTD Chair and the other TTD Board member shall meet and confer with Hasty regarding their initial determination and Hasty's self-evaluation, and identify and discuss any areas of disagreement;
 - d. The TTD Chair and the other TTD Board member shall finalize a written determination as to whether Hasty's performance meets, exceeds or falls below expectations for each of the duties in Section 6 and the objectives in Exhibit A;
 - e. The TTD Chair and the other TTD Board member shall present their written determination to the TTD Board. Hasty shall have an opportunity to address the TTD Board at that meeting;

- f. The TTD Board shall vote as to whether Hasty's overall performance meets or falls below expectations for the prior year.
8. Amendments to Exhibit A: The objectives in Exhibit A may be amended annually by the TTD Board. During the annual performance evaluation, the TTD Chair and the other TTD Board member shall prepare suggested revisions to Exhibit A, if necessary, and present those suggestions to the TTD Board for review and approval. The revised Exhibit A shall be effective upon approval by the TTD Board.
9. Salary and Benefits: Following the execution of this Agreement, Hasty shall receive the salary and benefits specified in Exhibit C and any salary adjustments made pursuant to Exhibit C.
10. Potential for Future Increases: Nothing in this Agreement shall be deemed to limit the authority or ability of the TTD Board to increase the salary and benefits to be paid to Hasty during the term of this Agreement.
11. Notices: All notices under this Agreement shall be delivered in person and shall be deemed effective as of receipt. If personal delivery cannot be accomplished, then notice shall be given by mail at the normal and customary business address of TTD and at the residential address provided by Hasty for purposes of payroll and insurance information.

Notice by mail shall be given as follows:

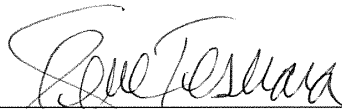
Tahoe Transportation District:	P.O. Box 499 Zephyr Cove, NV 89448
Carl Hasty:	5070 W Albuquerque Rd Reno, NV 89511

12. Waiver: The failure of either party to insist upon strict compliance with the terms, conditions, or covenants of this Agreement shall not be deemed a waiver or relinquishment, nor shall any single waiver or relinquishment be deemed a waiver or relinquishment for all or any other time.
13. Governing Law and Venue: This Agreement shall be governed by the laws of the State of Nevada in effect on the date of its execution. In the event of litigation concerning this Agreement, any action must be brought in the District Court of Douglas County, and each party shall bear their own costs and attorney's fees. In the event of such litigation, it is the parties' intent that no presumption shall arise from the identity of the drafter.
14. Entire Agreement: This Agreement represents the entire agreement between the parties and supersedes any and all other agreements, whether oral or written, between

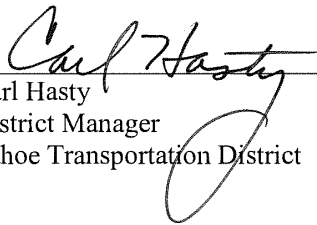
the parties with regard to the employment of Hasty by TTD. No other agreement, representation, or promise shall be valid or binding upon either party.

15. Modifications: Any modifications to this Agreement shall be effective only if in writing and signed by both of the parties hereto, except that Exhibit A may be amended unilaterally by the TTD Board pursuant to Section 8.

IN WITNESS WHEREOF, this Agreement has been executed by the parties on the date first written above.



Steve Teshara
Board Chair
Tahoe Transportation District



Carl Hasty
District Manager
Tahoe Transportation District

EXHIBIT A

Objectives

Exhibit A

I. Background

Beginning in 2008, TTD received seed money from the Federal Lands Highways Program ("FLHP") to plan for a subset of major projects identified in the adopted Lake Tahoe Regional Transportation Plan ("RTP"). Prior to that time, TTD had minimal resources, no staff of its own, and was able to exercise only a small part of its statutory authority and potential role in the implementation of essential transportation and transit projects. When the TTD Board of Directors (the "Board") hired Carl Hasty as District Manager in January of 2009, the Board gave clear direction to develop a subset of major RTP projects, provide the required professional leadership and services to the public and TTD's partners, and establish TTD as an independent implementation and operational agency.

The relationship between the Board and the District Manager is set forth in employment agreements. There have been two previous agreements. Since the District Manager was originally hired, there have been additional allocations of funding from the FLHP. It is anticipated these will be expended by September 2015, with no further allocations from the source authorized by federal transportation legislation. Over the past four and one half years, TTD has successfully engaged these funds to advance priority projects into the environmental analysis phase. Also in collaboration with partners, TTD has constructed several projects, added new projects, taken over administration of the South Shore's transit system, and facilitated the addition of new or expanded transit services elsewhere in the region. TTD has taken significant steps to establish its own operating procedures and systems, including payroll, accounting, capital project programming, insurance, lines of credit, contracting, and contract management. Including the District Manager, TTD now has nine employees. TTD's budget has grown from an initial \$3.5 million to over \$15 million for the period.

II. Performance Objectives for Annual Evaluation

A. Finance

- Take actions necessary to earn an unqualified audit for FY 2012.

B. Improve Administrative Capabilities

- Deliver a draft personnel and ethic's policy that the Board can adopt;
- Deliver a construction procurement policy that the Board can adopt;
- Maintain trained and productive staff as measured by work plan performance.

C. Revenue Development

- Make substantial progress in developing and advancing funding strategies for construction projects;
- Make substantial progress in developing and advancing funding strategies for transit services;
- Advance strategy for 2016 election cycle by hiring a contractor to analyze long-term economic value of implementing Regional Transportation Plans.

D. Project Development

- Advance district work projects through the environmental analysis and document review phases.

E. Transit System

- Maintain responsive and effective transit system within operating budget;
- Initiate a facilities plan for the transit system;
- Renew transit operating agreements with key partners;
- Promote transit cooperation in the Tahoe-Truckee region and produce outline of how transit could be more fully integrated.

F. Board Relations

- Respond to Board inquiry and direction.

G. Partner Relations

- Maintain good working relations with primary local, state and federal partners.

III. Evaluation Standards

The following standards shall be used to evaluate Hasty on the performance objectives in Section II above and the other duties listed in Section 6 of the Agreement:

A. Exceeds Expectations

- Achieved all significant aspects of objectives and exceeded some;
- Demonstrated requisite skills and knowledge and took initiative to enhance or increase skills;
- Sought out innovative solutions to accomplish objectives and incorporated continuous improvement into results.

B. Meets Expectations

- Achieved significant aspects of objectives;
- Demonstrated requisite skills and knowledge and applied them to achieve objectives;
- Achievement of objectives required more coaching than normally expected.

C. Below Expectations

- Failed to achieve significant aspects of objectives;
- Demonstrated lack of significant skills, knowledge and experience;
- Performance improvement plan is necessary.

EXHIBIT B

Original District Manager Position Description

Organization: Tahoe Transportation District

Position Title: **DISTRICT MANAGER**

Salary: DOQ (Maximum \$94,605 Annually)

To plan, organize, coordinate and direct the operations of the Tahoe Transportation District; to develop and implement transportation activities in the Tahoe Basin including transit services and transportation project delivery; to formulate transportation policies, procedures and operational objectives; to communicate effectively; and to establish an efficient organization by facilitating consensus building and decision making.

DISTINGUISHING CHARACTERISTICS

The TTD District manager serves at the pleasure and approval of the Tahoe Transportation District Board and will receive guidance and policy direction from the Board. The Tahoe Transportation District is a bi-state compact agency created to implement transit and transportation projects in the Tahoe Basin under Article IX of the Tahoe Regional Planning Compact (PL96-551), as amended by the states of California and Nevada in 1997.

The individual in this position will be responsible for the supervision of staff carrying out TTD responsibilities, including direct employees and TRPA employees assigned to TTD duties and will require the possession of strong management and interpersonal skills. The incumbent will also need to possess the ability to negotiate/mediate between the different entities on various interests and concerns of each of the TTD member jurisdictions and agencies. The ability to establish and maintain cooperative working relationships and deal with difficult issues and those people encountered in the job is also required.

This position is responsible for all transportation functions and activities of the District; and requires a high level of initiative, judgment, discretion, and the ability to make independent decisions. Under administrative direction of the TTD Board and subject to policy guidelines issued by the TTD, the TTD District Manager manages personnel and budgets, develops programs, and formulates operational procedures leading to the implementation of an efficient district.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the TTD Board.

Management and oversight of TTD staff positions; this includes TTD Project Manager, Transit Planner/Administrator, and Executive Assistant carrying out TTD activities.

EXPERIENCE AND EDUCATION

EXHIBIT A

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge and abilities. A desirable combination is:

Experience:

Five years of progressively responsible experience managing and directing public agencies or major divisions of public agencies at the local or regional level, preferably in the area of transportation planning and/or service delivery.

Education:

Equivalent to graduation from an accredited college or university with major course work in public administration, business administration, or closely related fields. Course work related to transportation planning, urban planning, transportation engineering, public policy, and/or environmental studies is also desirable.

License or Certificate:

Possession of a valid California or Nevada Driver's License.

Example of Duties:

Duties may include, but are not limited to, the following:

Plan, organize, coordinate and direct the operations of the TTD.

Plan, develop, and manage transportation activities in the Tahoe Basin including transit services.

Oversee TTD transportation planning and project delivery efforts.

Plan, organize, and administer TTD transportation project delivery in the Tahoe Basin.

Formulate TTD transportation policies, procedures and operational objectives.

Communicate effectively; establish an efficient organization by facilitating consensus building and decision making.

Establish and maintain cooperative working relationships and deal with difficult issues and those people encountered in the job.

Negotiate/mediate between the different entities on various interests and concerns of each of the jurisdictions.

Develop and plan new or revised programs consistent with effective administration and community needs; evaluate and allocate personnel resources needed to reach program

objectives.
Assume responsibility for a variety of personnel actions including selections, promotions, performance evaluations, disciplinary actions, and dismissals.
Consultative oversight of TRPA staff assigned to TTD activities identified in the approved TTD Work Plan.
Review organizational structure, organizational issues, and operational methods for maximum efficiency and effectiveness.
Confer with the TTD Board on major administrative procedures and problems; develop solutions.
Formulate strategic directions, goals, and objectives related to transportation.
Staff the TTD and any advisory committees or subcommittees.
Oversée the adequacy and soundness of TTD's financial structure.
Management of funding distribution process of Rental Car Mitigation Funds.
Preparation and oversight of the TTD budget.
Negotiate and administer consultant contracts.
Direct/handle District media and public relations.
Serve as liaison with local Jurisdictions, TRPA/TMPO, TTC, and state and federal agencies.
Represent the TTD on transportation matters before boards, commissions, TRPA, Transportation Management Associations, Caltrans, NDOT, and other agencies and the public.
Perform related duties as assigned.
Typical Qualifications:
KNOWLEDGE OF:
Principles and practices of public administration with an emphasis on organizational, fiscal, and human resources management.
Principles and practices of management necessary to plan, organize, direct, and evaluate programs, administrative policies, and transportation problems.
Principles and practices of transportation planning and management.

Principles and techniques of budget preparation and fiscal control.

Principles and practices of personnel management, supervision, and training.

Federal, state, and local regulations pertaining to transportation issues.

Legislative developments affecting transportation programs and funding at the federal, state, regional and local levels.

ABILITY TO:

Plan, organize, direct, and coordinate the programs and operations of the district.

Work with the TTD Board to develop consensus on strategic directions, goals, objectives and policies.

Establish an efficient organization and environment among TTD staff.

Work with staff to assess organizational needs and to develop and implement TTD administrative policies and procedures.

Effectively prioritize and direct work efforts of TTD staff.

Keep abreast of current trends and best practices in the field of transportation planning and apply them to TTD programs.

Plan, organize and direct a comprehensive transportation program.

Prepare and monitor a comprehensive budget.

Direct development of funding/grant proposals.

Analyze situations accurately and take effective action.

Prepare and present clear and concise correspondence, reports, and recommendations.

Communicate effectively both verbally and in writing.

Make presentations to commissions, City Councils, Board of Supervisors, and other public and private groups on behalf of the TTD.

Establish and maintain cooperative working relationships with TTD Board, TTD staff, other departments and agencies, the private sector, and the public.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit; use the computer keyboard and mouse, walk, and stoop, or crouch. Occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee may occasionally be exposed to outdoor weather conditions, moving mechanical parts, fumes or airborne particles, toxic and/or caustic chemicals, and vibrations. The noise level in the work environment is usually moderate, but at times may be high.

EXHIBIT C

Salary and Benefits

Salary

Hasty shall receive an annual salary of \$120,000. If the TTD Board determines that Hasty's performance meets expectations pursuant to Section 7 of this Agreement, Hasty may receive up to a four (4%) percent increase per annum in each successive year for the term of this Agreement. Any salary adjustments shall be effective as of July 1.

Hasty shall receive a \$600 per month car allowance for business related travel. Hasty shall be reimbursed for all other business related expenses.

Benefits

Hasty shall receive a benefit package (the TRPA benefit package), which includes the following:

- 8.92 hours of paid time off (PTO) per pay period
- 12 paid holidays
- Medical Insurance Plan: Dental, Life and Health
- Short Term Disability
- Long-Term Disability (Voluntary)
- Retirement Plan 5-year vesting schedule (Hasty is fully vested)
- 457 Deferred Compensation Plan (Voluntary)
- 2 weeks of administrative leave



Connecting our communities

MEMORANDUM

Date: October 7, 2019

To: Tahoe Transportation District (TTD) Board of Directors

From: District Manager Evaluators
Steve Teshara, Board Chair
Lucia Maloney, Board Vice-Chair

Subject: Presentation of District Manager's Evaluation and 360 Review, Discussion and Possible Action on Evaluators' Recommendation

Action Requested:

Following the presentation and discussion, it is requested the Board consider the findings and recommendations presented as an outcome of the District Manager's Performance Evaluation process.

Background:

Carl Hasty serves the Board as District Manager based on an Agreement for Services ("Agreement"). In Fiscal Year 2013, the Board and Carl agreed on an annual evaluation process. Previously, the process had been conducted every two years. Currently, the District Manager's salary is \$134,983.68.

Consistent with Section 7 of the Agreement for Services, the District Manager evaluation process includes the following steps:

- a. The TTD Chair and one other Board Member (the "Evaluators") shall meet to review the District Manager's performance during the prior year and evaluate whether his performance meets, exceeds, or falls below expectations for each of the duties in Agreement Section 6, and the objectives established by the Manager and Board in the prior evaluation;
- b. The District Manager shall prepare a self-evaluation for each of the duties and objectives described in "a" above;
- c. The Evaluators shall meet and confer with the District Manager regarding their initial determination and the District Manager's self-evaluation, and identify any areas of disagreement;
- d. The Evaluators shall finalize a written determination as to whether the District Manager's performance meets, exceeds, or falls below expectations for each of the duties identified in Section 6 of the Agreement and the objectives established in the prior evaluation;
- e. The Evaluators shall present their written determination to the TTD Board as an agenda item at a District Board meeting. The District Manager shall have the opportunity to address the Board at that meeting.
- f. Following discussions, the TTD Board shall vote as to whether the District Manager's overall performance meets, exceeds, or falls below expectations, and whether the Manager shall receive a salary increase.

ST/ja

AGENDA ITEM: VI.A.

CG/ja

AGENDA ITEM: VII.C.

For this evaluation cycle, the Board Chair requested and secured the participation of Board member Lucia Maloney to join him in conducting this year's evaluation. With this report, the Evaluators confirm that steps "a" through "e" above have been accomplished.

The attachments to this report are:

- District Manager Performance Review for the period July 1, 2017 through June 30, 2019, prepared by the Evaluators
- District Manager's Self-Evaluation
- District Manager's Proposed Fiscal Year 2020 (FY20) Specific Performance Objectives

At the July 2019 Board meeting, the Board suggested a modified process be considered for this evaluation cycle. The Board Chair suggested a 360 review, in conjunction with the established process. Following discussion, the Board agreed and directed the Human Resources Manager to prepare a request for proposal to send to potential consulting services. The description of proposal expected the following services:

- a. Work with the Human Resources Manager to develop the 360 review process.
- b. Administer the 360 review to include preparing the review itself, conduct interviews, and present the results.
- c. Work with the review participants to implement the 360 review process:
 1. Explain the purpose and benefits behind the 360 review process
 2. Ensure the review process is clear to the reviewers, Board, and subject
 3. Administer the feedback collection, either by survey or interview
 4. Present and discuss the results with the subject and/or subject and Board members
 5. Develop a plan and help provide resources for the subject of the review after discussing the results

Nira Doherty, Legal Counsel, recommended three consulting services which were contacted with a request for a proposal. Two of the three consulting services responded and the proposals were reviewed by the 360 Review Process committee consisting of Board Chair Steve Teshara, Vice Chair Lucia Maloney, Board member Cody Bass, and DeDe Aspero, Human Resources/Risk Manager for the District. After reviewing both proposals, the committee reached a unanimous decision to hire Joe Jotkowitz of The Executive Advisory. Mr. Jotkowitz agreed to conduct an alignment meeting, design the survey, conduct feedback interviews, prepare a feedback report, and present the report findings to the Board.

Discussion:

Based on the report findings for the 360 Review Process, Mr. Jotkowitz will share the findings with Mr. Hasty communicating the themes from the feedback providers along with their examples. Mr. Jotkowitz will also share the findings with the Board to ensure a comprehensive understanding of the findings. Recommendations for continued growth and development will be provided to Mr. Hasty to help address any issues that may have been raised from the 360 process.

Based on their written report, the Evaluators have determined that Carl Hasty met expectations in each evaluated category, 1 through 17, and for each "Future Objective," 1 through 8.

Consistent with the provisions of Exhibit C, Salary and Benefits, the Evaluators recommend the Board approve a four percent salary increase (two percent per year) for the District Manager,

ST/ja

CG/ja

effective July 1, 2019, based on the Manager's 2017-2019 Performance Evaluation. This would bring the District Manager's base compensation to \$140,437.02.

In his self-evaluation, Carl has presented a set of Proposed Objectives for FY20 (1 through 9). The Evaluators recommend these be further refined and tightened to improve measurability as part of the Board's strategic organizational and planning retreat next month.

Fiscal Analysis:

All expenditures associated with this item are accounted for in the FY20 Work Program and associated budget.

Additional Information:

If you have any questions or comments regarding this item, please contact Steve Teshara or DeDe Aspero at (775) 589-5500.

Attachment:

- A. 2017-2019 Performance Review Prepared by Evaluators and District Manager's Self-Evaluation and related information

Performance Evaluation

Carl Hasty, District Manager

Tahoe Transportation District

Period: July 1, 2017 through June 30, 2019

**Evaluators: Steve Teshara, Board Chair
Lucia Maloney, Vice Chair**

Evaluation Standards

The following standards have been adopted by the Board to be used in evaluating the District Manager on performance objectives established as part of the most recent evaluation and on the other duties listed in Section 6 of the Agreement for Services between the Board and District Manager.

A. Exceeds Expectations

- Achieved all significant aspects of objectives and exceeded some;
- Demonstrated requisite skills and knowledge and took initiative to enhance or increase skills;
- Sought out innovative solutions to accomplish objectives and incorporated continuous improvements into results.

B. Meets Expectations

- Achieved significant aspects of objectives;
- Demonstrated requisite skills and knowledge and applied them to achieve objectives;
- Achievement of objectives required more coaching than normally expected.

C. Below Expectations

- Failed to achieve significant aspects of objectives
- Demonstrated lack of significant skills, knowledge and experience;
- Performance improvement plan is necessary

Evaluation of Management Skills

All Ratings are “Meets Expectations”

1. Skill and Proficiency in carrying out assignments
2. Possess and uses skills and knowledge to perform job competently
3. Skill at planning, organizing and prioritizing workload
(for self and direct reports)
4. Holds self accountable for assigned responsibilities;
(sees tasks through to completion in a timely manner)
5. Proficiency at improving work methods and procedures
as a means toward greater efficiency

6. Communicates effectively with supervisors, peers and customers
7. Ability to work independently
8. Ability to work cooperatively with supervision of as part of a team
9. Willingness to take on additional responsibilities
10. Reliability (attendance, punctuality, meeting deadlines)
11. Adeptness at analyzing facts, problem solving, decision-making, and demonstrating good judgement
12. Displays fairness towards all subordinates
13. Identifies performance expectations, gives timely feedback and conducts formal performance appraisals
14. Helps employees to see the potential for developing their skills, and assists them in eliminating barriers to their development
15. Delegates responsibility where appropriate, based on the employee's ability and potential
16. Takes timely and appropriate corrective/disciplinary action with employees
17. Takes specific steps to create and develop a diverse workforce and to promote an inclusive environment

Evaluation of Performance Objectives Established at Last Evaluation

(Objectives as proposed by the District Manager and Endorsed by the Board)

All Ratings are "Meets Expectations."

Future Objective #1. Bring the US Highway 50/South Shore Community Revitalization Project final environmental document forward for certification and approval of preferred alternative [TTD and TRPA completed November 2018]

Future Objective #2. Bring Transportation Corridor Plan forward to TTD Board for adoption [completed, September 2017]

Future Objective #3. Bring Short Range Transit Plan forward to TTD Board for Adoption [completed, Summer 2017]

Future Objective #4. Complete Recreation Travel Demand Revenue Options report for use with legislative pursuit of Article IX changes for 2019 state legislative cycle (Nevada and California). Work with TTD Board to develop a Tahoe stakeholder coalition in support of regional revenue and Article IX changes

[not completed as envisioned; this work now connected to the One Tahoe Transportation Funding Initiative and the passage of Nevada Senate Bill 136 and California Senate Bill 785 (additions to TTD Board of Directors)]

Future Objective #5. Bring updated MOU between TTD and TRPA forward for adoption by TTD and TRPA Boards. MOU to reflect Compact relationship and agreement on respective roles for improving and overseeing Tahoe's transportation system and network

[not completed, a work still in process]

Future Objective #6. Funding: a) request contributions from local governments to TTD's budget for program support; b) request two rounds of Tahoe Surface Transportation Block Grant (STBG) funds for detailed corridor connection implementation planning related to the State Route 89 Corridor Management Plan; Meyers/Y corridor; US 50 South Shore; and US 50 East, with a focus on parking, transit, transportation-oriented development (TOD), and multi-modal connectivity improvements; c) apply for INFRA discretionary grant for acquisition use related to US Highway 50 SSCRP [refer to Carl's detailed description]

Future Objective #7. Re-start the cross-lake passenger ferry project environmental analysis [not complete; staff has applied for CMAC and Department of Energy funding to restart the analysis and is awaiting a determination of funding]

Future Objective #8. 1) Begin final design of preferred alternative for the US 50 SSCRP; 2) pursue development of TOD housing replacement project(s) for the SSCRP; 3) pursue development of additional TOD housing project at the Y with the California Tahoe Conservancy (CTC) [Status: 1 - underway; 2 - underway; 3 - the CTC is reported to be working with an affordable housing on a project at the Y. Refer to Carl's detailed description]

New Year Performance Objectives

The future performance objectives are intended to assist the employee to develop, enhance, or maintain his/her leadership skills and position accomplishment. Performance objectives serve to establish a common focus of effort between the employee and his/her supervisor over the course of the next evaluating period. The employee shall complete this section, with review by his annual Evaluators and the District Board of Directors.

Future Objective #1: *Bring the US Highway 50 South Shore Community Revitalization Project final environmental document forward for certification and approval of preferred alternative.*

This objective took much longer than expected, but was successfully concluded with an affirmative decision by both TTD and TRPA in November of 2018. The federal Record of Decision (ROD), under NEPA, was completed in August of this year. TTD is now moving into the next level of design phase following four tracks of implementation somewhat concurrently over the next two years. One track is the replacement housing, a second is the Main Street Master Plan, a third is neighborhood design, and the fourth is the design of the new highway alignment.

Future Objective #2: *Bring Transportation Corridor Plan forward to TTD Board for adoption.*

The Linking Tahoe: Corridor Connection Plan was brought forward and adopted by the Board in September of 2017. In 2019, TTD received the Gold National Planning Achievement Award for Transportation Planning from the American Planning Association for multi-modal planning using cell phone data which included both of TTD's Linking Tahoe implementation plans; Corridor Connection and the Lake Tahoe Basin Transit Master Plan.

Future Objective #3: *Bring Short Range Transit Plan (S RTP) forward to TTD Board for adoption.*

This was done and accomplished in the summer of 2017.

Future Objective #4: *Complete Recreation Travel Demand Revenue Options report for use with legislative pursuit of Article IX changes for 2019 state legislative cycle. Work with Board to develop a Tahoe stakeholder coalition in support of regional revenue establishment and Article IX changes.*

The source of funds for this objective was Surface Transportation Block Grants administered through the two states of Nevada and California. As such, they required TTD to go through a local project assistance process requiring a project agreement to be developed between TTD and each of the states. This process was long and not completed in time to have a product done in concurrence with the Nevada Legislative Oversight Committee for Tahoe to discuss any recommendations and cue them up for the 2019 session. I laid the groundwork with the Committee in my presentations and testimony about the RTP, the funding gap, and the future work TTD would be doing to make recommendation requests of the next committee. Once the LPA agreements were in place and with Board approval, we released an RFQ for consultant services and approach to this issue. The selected consultant was brought forward for Board approval in August of 2018. That work is underway and will be completed in time for the next Oversight Committee. I am working with the Board to develop the stakeholder coalition to support bringing the outcome forward by year end 2019.

Future Objective #5: *Bring updated MOU between TTD and TRPA forward for adoption by TTD and TRPA Boards. MOU to reflect compact relationship and agreement on respective roles for improving and overseeing Tahoe's transportation system and network.*

I first brought an item to the Board with an outline for the basis of an MOU update in July of 2017 for approval, then in December of 2017 to approve convening a facilitated session with TTD and TRPA Board members to discuss roles, responsibilities, and partnership in order to forge a cooperative

Carl Hasty Self-Evaluation

9-27-19

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agreement and update the respective MOU between TTD and TRPA. TRPA turned down the idea, wanting to await the outcome of the bi-state consultation. We instead had a facilitated strategy session with TTD Board and Staff in March of 2018. Although the bi-state has concluded, there is still no interest on the part of TRPA for an MOU or Board interactive session.

Consequently and pertinent to today in 2019, I believe there remains a disagreement or confusion about roles and responsibilities for transportation via the Compact relevant to our organizations. I also believe that there is not agreement about what we collectively are trying to accomplish or need to accomplish for transportation, therefore we are not on the same page. This extends itself to the TTD effort on OneTahoe and pursuing the funding gap for the RTP. That disagreement or different understanding manifested itself in the bill sponsored by the League to change the TTD Board composition. As TTD members have worked through that legislation and its purpose, the bill is more acceptable and could add value if it helps TTD further fulfil its role and the Compact mission for transportation. Nonetheless, mixed messages have come out of Tahoe about transportation, TTD, and the OneTahoe Initiative. I have spent a lot of time addressing this with the state administrations, met with the TRPA Chair and California Governor Appointee where constructive discussion and many of the facts have been clarified. The Director of the Department of Conservation and Natural Resources (DCNR) came to the TTD Board in July as a direct outcome of the ongoing conversations I was having with him. I am hopeful that we are on a path to arrive at a common understanding although more work needs to be done. In August, the DCNR Director and the Secretary of the Resources in California announced they will reconvene the bi-state consultation on transportation. I believe those sessions will help align the partnership needed from all the sectors to address transportation. If at all possible, I believe it is important for TTD and TRPA to arrive at a common understanding between the organizations in advance of the bi-state. There currently exists a MOU between the two organizations, but it has not been updated since 2009, and doing so through a dialog with leadership would be most helpful in arriving at a new one.

Future Objective #6: *Funding – a) request contributions from local governments to TTD's budget for program support, b) request next two rounds of Tahoe STBG funds for detailed corridor connection implementation planning related to SR89 Rec, Meyers/Y, US 50 South Shore, US 50 East with focus on parking, transit, TOD, and multi-modal connectivity improvements, 3) apply for INFRA discretionary grant for acquisition use on US 50 South Shore Community Revitalization Project.*

I did explore the opportunity the idea of annual contributions to TTD with local partners. The reality is local government budgets remain flat. The effort did not result in any TTD budget support for the general fund. I also used the opportunity with the bi-state to make a request of the two states. This also was not received affirmatively for support; which is why the funding initiative project under item 4, OneTahoe, is so important. STBG funds have been secured for the US 50 East corridor, while TRPA has taken the lead on SR 89 Rec and TTD is a participant. We have applied for planning funds through Caltrans for engineering studies needed for Meyers/Y and US 50 South Shore in cooperation with El Dorado County and are awaiting determination. The US 50 approval process rolled on for another year and we did not apply for INFRA funding, pending that outcome. We instead applied for BUILD funding for the next eight miles of SR 28 shared use path and parking, however they did not approve our application.

Future Objective #7: *Re-start the cross-lake passenger ferry project environmental analysis.*

Staff has applied for CMAQ and DOE funding to restart the project environmental analysis. We are awaiting a determination now.

Future Objective #8: *Begin final design of preferred alternative for US 50 South Shore Community Revitalization Project post project decision. Pursue development of TOD replacement housing project for the same project post decision. Pursue development of additional TOD housing project at the Y with the California Tahoe Conservancy.*

TTD and TRPA completed approval of the project in November of 2018. TRPA is taking the lead on one of their conditions of approval in the permit, which is the development of a management plan for the new

Carl Hasty Self-Evaluation

9-27-19

local street and must come back to TRPA for approval. It is called the Main Street Management Plan. That process for design is underway. TTD is still trying to reach a project agreement with NDOT and an agreement between the two states and Federal Highways on how to streamline the administration of this project under the local project process.

TTD has had discussions with two developers specializing in deed restricted housing construction and operation. The Board approved an RFQ to look for partners to develop affordable housing. Responses were submitted on May 13. TTD has also been in consultation with the Conservancy on the potential of using some of its property near the Y intersection in South Lake Tahoe. In April, the Conservancy received approval from its Board on how to move forward on using its lands for affordable housing. Given these developments, I will be revisiting the Y opportunity again soon with the Conservancy.

Proposed Objectives for FY 20

1. Substantial Progress on the Four Tracks of Implementation for the US 50 South Shore Community Revitalization Project. The tracks include partnership(s) agreements for replacement housing and development plans plus schedule; Main Street Management Plan; neighborhood improvements design; and new highway alignment.
2. Discretionary funding applications and/or commitments for the elements of the US 50 SSCRP.
3. Environmental document completion, permit approval, and next level design phase under way for the SR 28 Central Corridor eight-mile segment.
4. Completion of the OneTahoe recreation travel revenue determination project with a report on option/s with next steps for the political process to put them in place.
5. Develop and implement a transition plan and process for the current Board to transition and welcome a potential new Board arrangement, with additional state appointment members expanding the Board size from eleven to fourteen.
6. Pursue and develop other funding sources for projects and services within TTD's responsibility that relate to the bi-state 10-year list.
7. That TTD participate in the US 50 East Corridor Connection Plan process that will be led by NDOT, focusing on needed improvements for transit, parking, and the next segment of the Nevada Stateline to Stateline Bike Trail or shared use path.
8. That TTD continue to participate in the SR 89 Fanny Bridge Community Revitalization Project partnership as permit holder to address completion of the project construction and fulfillment of the permit. And finally;
9. That I guide and direct TTD participation in the emerging partnerships with the fire protection districts, Department of Homeland Security, FEMA, state DOTs, and local governments to improve the basin's telecommunication network for effective operations applications for transit, traffic control, emergency dispatch, and interaction with the traveling public.

Additional Comments and Self-Assessment Relevant to FY 2018:

My last review was in 2017 and it followed the new format developed by the Board with input from Legal Counsel and Human Resources Manager. Last year, we were in the throes of the US 50 South Shore Community Revitalization approval process and the Board agreed to postpone my review. So in this self-evaluation, I am addressing more than is typical because it has been two years; there are new members on the TTD Board since 2017; there is pending legislation that will change the Board membership by adding three new board members, two appointed by the respective state Governors and one from the TRPA board (legislation TTD did not ask for nor was consulted prior to being introduced in Nevada and California by the League to Save Lake Tahoe); and that questions have been raised by the TRPA Executive Director, targeting my performance and casting me as acting outside my responsibilities to TTD and to the Board.

One of the things that I have been proud of since I have been with TTD as its District Manager is the transparent and very public manner in which we have conducted our business and discussed items and direction. When I was first hired in this position in 2009, the Board had a very specific agenda of projects

Carl Hasty Self-Evaluation

9-27-19

for the District to focus on delivering. The list had the full support of TRPA who had initiated the planning or environmental process for two of them; and the list is memorialized in the existing MOU with TRPA in regard to the use of federal earmark funds that were coming to Tahoe in FY 2009. There were four more years of earmarked funds that passed through to TTD to focus on those projects and others. Among the projects were:

- The Nevada Stateline to Stateline Bikeway Feasibility Analysis (TRPA initiated)
- The US 50 South Shore Community Revitalization Project (TRPA initiated)
- The SR 89/Fanny Bridge Community Revitalization Project
- The North Demonstration Project for the Nevada Stateline to Stateline Bike Trail
- The South Demonstration Project for the Nevada Stateline to Stateline Bike Trail
- The Roundabout at SR 28 and SR 431 Project in Incline Village
- The Cross Lake Passenger Ferry Project

By the end of 2009, it became apparent that the administrative group responsible for the oversight of the transit system at south shore, known as the BlueGo system at the time, was in financial and management trouble. The Nevada Department of Transportation was the primary source of federal funds for the system. They approached TTD and asked me and my team to administer oversight of the grants to the system or they would pull the funding. With the full support of the TTD Board, my small team and I added transit to our work plan. Concurrently, I proposed a set of options for the Board and other transit system stakeholders to consider and choose from in deciding the fate of the transit system. By 2010, the stakeholders chose to have TTD take over the system from the then declared bankrupt administrative group. As such, TTD took over the system in the fall of 2010 and transit became part of the TTD work plan, in addition to the capital project improvements. Projects and transit service have been part of TTD's agenda since and fit within its authority. No project or transit service has gone forward without TTD Board support. There have been other projects and support services added or dropped all via a TTD Board and public process.

It was implementation of capital projects in the case of the North Demonstration Project that led the District staff to introduce and lead the SR28 Corridor Management Plan. Staff realized that we could not introduce a Class One bike trail without addressing the already problematic parking and unsafe access issues that existed in the corridor. The trail would have exacerbated those issues and add to the land managers' already problematic management problem. My experience with TRPA in the late '90's trying to resolve such issues failed to get agreement from stakeholders. In the TTD role, we acted as a solution broker, brought implementation planning money, and convened the stakeholders while developing detailed information on corridor use and options. As a transit provider, we could also bring seasonal transit service to the table to suggest a pilot effort as a means of providing an alternative to the unenforceable parking situation that was causing such obstructive and unsafe conditions. The outcome was a plan that garnered the cooperation and agreement among thirteen agencies to develop the project and service fixes to make the corridor safe to use, protect the environment, and deliver public service.

The experience gained from implementing the combination of capital projects, difficult ones no one else championed, but were part of the Regional Transportation Plan (RTP), and transit services led staff and the TTD board to seek funding and develop the Linking Tahoe: Lake Tahoe Basin Transit Plan, TTD's Short Range Transit Plan, and the Linking Tahoe: Corridor Connection Plan - all adopted in 2017. This was done in conjunction with TRPA's 2017 RTP. It was the first time, to my knowledge, that TTD was in a position to work in partnership as the two Compact agencies responsible for addressing Tahoe's full transportation system were able to address both transportation needs in the RTP and take the first step in implementation planning for an interregional transit system and an organized corridor approach. Unfortunately, for reasons unknown to me, the partnership changed over the course of production, and it became clear TRPA changed its mind when at the end of production for the transit plan, TRPA staff was directed to inform me to remove TRPA's logo from the document, which I did.

My focus and objectives for FY 2019 were based on continuing projects and the outcomes of the facilitated Board strategy session held in March of 2018:

Carl Hasty Self-Evaluation

9-27-19

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1. The completion of the environmental review and project approval process for the US 50 South Shore Community Revitalization Project (SSCRP). This was successfully completed with TTD and TRPA in November of 2018. TTD is still addressing Federal Highway requests for the Record of Decision under NEPA.
2. Move into the next phase, which is design of the SSCR. This has been launched, part of which is in partnership with TRPA for the Main Street Management Plan component. The other is through a yet to be defined partnership with the City for the neighborhood element and housing.
3. Launch and work on the regional revenue gap funding initiative now called OneTahoe which the Board approved in October of 2018. This project and process is underway to work with stakeholders and identify revenue sources that can be enabled and available to address the gap in funding for the RTP and the ten-year list that came out of the Bi-State Consultation on Transportation. The project will conclude at the end of the calendar year or mid-FY 2020.
4. Complete participation in the Bi-State Consultation on Transportation that had been begun in FY 2018. I had proposed to the two states and requested that TTD be included in the state budget process, but to no avail. The outcome of the bi-state process was a ten-year list of project priorities (a sub-set of the RTP) that also has a funding shortfall of at least 66%. The local governments, TTD, and/or the private sector have a major role on the projects and services on that list. The OneTahoe initiative is a way to fill that funding gap.
5. Ensure that the environmental document preparation and 30% percent design process for the next eight miles of the SR 28 shared use path and associated parking progresses to completion and permitting. The draft document and design is complete and under review prior to release for the NEPA process. Staff expects to be able to move to permitting in the fall of this year. TTD also has funding to move into design post approval. Among the next steps is developing co-funding agreements with IVGID and Nevada Energy, as they still want to move forward on co-locating their infrastructure with the path.
6. What has become a dominating focus and objective over the last six months for this fiscal year has been precipitated by the introduction of SB 136 in Nevada to change the Board's membership. More importantly, what has predicated such an affront? What I have found is disconcerting and unfortunate. Succinctly put, the relationship between TTD and TRPA, and now apparently with the League, is not what it should be. Instead of leveraging each other for the strengths of our respective organizations, focused on accomplishing the same mission--getting the RTP on the ground, we instead appear to be in some form of competition. The actions this Board has made in July and December of 2017 to reach out to the TRPA Executive and Board seeking an agreement and updated MOU articulating our respective roles, responsibilities, and strengths based on the Compact were wholly rejected. Over the last six months, I and others have been told the rejection of that idea by TRPA remains firmly in place. The result? Mixed messages coming out of Tahoe in both state capitols. Misinformation to other key stakeholders being promoted in a false narrative and a questioning of TTD's role and actions. Consequently, I have spent considerable time with TTD Board members, state government representatives, other agencies, and staff to learn what has been said, correct the misinformation, and work to correct this problem. I feel it is imperative that we get this issue and partnership on the right course, the one envisioned and positioned in the Compact. The success of the transportation program for Tahoe is dependent on it. The actions the TTD Board have put in motion are critically important, and how a change in membership, should the language of SB 136 be adopted by both states, is incorporated or effected is equally determinative. What I can tell you, is that I have found the states and other partners very concerned and interested in seeing this circumstance successfully and constructively resolved for the interests of the Lake.

Carl Hasty Self-Evaluation

9-27-19



Connecting our communities

MEMORANDUM

Date: August 7, 2017

To: Tahoe Transportation District (TTD) Board of Directors

From: District Manager Evaluators
Steve Teshara, Board Chair
Mark Kimbrough, Board Member

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

Action Requested:

Following the presentation and discussion, it is requested the Board consider the findings and recommendations presented as an outcome of the Fiscal Year 2017 (FY17) District Manager Performance Evaluation process.

Background:

Carl Hasty serves the Board as District Manager based on an Agreement for Services ("Agreement"). In FY 2013, the Board and Carl agreed on an annual evaluation process. Previously, the process had been conducted every two years. Currently, the District Manager's salary is \$129,792.

Consistent with Section 7 of the Agreement for Services, the District Manager evaluation process includes the following steps:

- a. The TTD Chair and one other Board Member (the "Evaluators") shall meet to review the District Manager's performance during the prior year and evaluate whether his performance meets, exceeds, or falls below expectations for each of the duties in Agreement Section 6, and the objectives established by the Manager and Board in the prior evaluation;
- b. The District Manager shall prepare a self-evaluation for each of the duties and objectives described in "a" above;
- c. The Evaluators shall meet and confer with the District Manager regarding their initial determination and the District Manager's self-evaluation, and identify any areas of disagreement;
- d. The Evaluators shall finalize a written determination as to whether the District Manager's performance meets, exceeds, or falls below expectations for each of the duties identified in Section 6 of the Agreement and the objectives established in the prior evaluation;
- e. The Evaluators shall present their written determination to the TTD Board as an agenda item at a District Board meeting. The District Manager shall have the opportunity to address the Board at that meeting.
- f. Following discussions, the TTD Board shall vote as to whether the District Manager's overall performance meets, exceeds, or falls below expectations, and whether the Manager shall receive a salary increase.

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AGENDA ITEM: IX.C.

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AGENDA ITEM: VII.C.

For this evaluation cycle, the Board Chair requested and secured the participation of Board member Mark Kimbrough to join him in conducting this year's evaluation. With this report, the Evaluators confirm that steps "a" through "e" above have been accomplished.

The attachments to this report are:

- District Manager Performance Review for FY 2017 prepared by the Evaluators
- District Manager's Self-Evaluation
- Carl's Proposed FY-2017-2018 Specific Performance Objectives

Discussion:

Based on their written report, the Evaluators have determined that Carl Hasty met or exceeded the Board's expectations as defined in Agreement Section 6 and the FY 2015-2016 objectives established by the Manager and Board as part of the 2015 evaluation process. Note: The report identified 5 ratings of "Exceeds Expectations" and 2 "Meets Expectations."

Consistent with the provisions of Exhibit C, Salary and Benefits, the Evaluators recommend the Board approve a four percent salary increase for the District Manager, effective July 1, 2017, based on the Manager's 2017 Performance Evaluation. This would bring the District Manager's base compensation to \$134,983.68.

The Evaluators also recommend the Board consider, discuss, modify if appropriate, and endorse the list below of specific District Manager objectives for FY 2018.

1. Bring the US Highway 50 South Shore Community Revitalization Project final environmental document forward for certification and approval of preferred alternative.
2. Bring the Transportation Corridor Plan forward to TTD for Board adoption.
3. Bring the Short Range Transit Plan (SRTP) forward to TTD Board for adoption.
4. Complete Recreation Travel Demand Revenue Options report for use with legislative pursuit of Article IX changes for 2019 state legislative cycle (Nevada and California).
5. Work with Board to develop a Tahoe stakeholder coalition in support Article IX changes and establishment of regional revenue.
6. Bring updated MOU between TTD and TRPA forward for adoption by TTD and TRPA Boards. MOU to reflect Compact relationship and agreement on respective roles for improving and overseeing Tahoe's transportation system and network.
7. Funding – a) Request contributions from local governments to TTD's budget for program support; b) Request next two rounds of Tahoe STBG funds for detailed corridor connection implementation planning related to the California State Route 89 Recreation Corridor (South Lake Tahoe city limit to north of Emerald Bay), Meyers to the South Tahoe "Y," US 50 South Shore, US 50 East with focus on parking, transit, Transit Oriented Development (TOD), and multi-modal connectivity improvements; c) Apply for INFRA discretionary grant for acquisition use on the US 50 South Shore Community Revitalization Project.
8. Re-start the cross-lake passenger ferry environmental analysis.
9. Begin final design of the preferred alternative for US 50 South Shore Community Revitalization Project, post selection of preferred alternative. Pursue development of TOD replacement housing project for the US 50 project, post select of preferred alternative. Pursue development of additional TOD housing project(s) at the Y with the California Tahoe Conservancy.

Fiscal Analysis:

All expenditures associated with this item are accounted for in the FY18 Work Program and associated budget.

Additional Information:

If you have any questions or comments regarding this item, please contact Steve Teshara at (775) 589-5500.

Attachment:

- A. 2017 Performance Review Prepared by Evaluators and District Manager's Self-Evaluation and related information

Performance Evaluation

Carl Hasty, District Manager

Tahoe Transportation District

Period: July 1, 2016 through June 30, 2017

**Evaluators: Steve Teshara, TTD Board Chair
Mark Kimbrough, Board Member**

Evaluation Standards

The following standards have been adopted by the Board to be used to evaluate the District Manager on performance objectives established the prior year and on the other duties listed in Section 6 of the Agreement for Services between the Board and the Manager.

A. Exceeds Expectations = 3 points

- Employee demonstrates substantial knowledge and ability in performance of job duties.
- Clearly and consistently exceeds expectations.
- Requires a minimum of direction or supervision.
- Demonstrates willingness to assume additional responsibilities.
- Makes significant contributions beyond normal job responsibilities.
- May teach others and is a role model.
- Employee continually demonstrates excellent ethical and innovative leadership skills.
- Fosters positive communication and relationships at multiple levels.

B. Meets Expectations = 2 points

- Employee demonstrates knowledge and ability to meet performance expectations.
- At times, this employee may require more supervision, revision or adjustment to meet expectations, but will seek out appropriate assistance when needed.
- Assignments are completed accurately and in a timely manner although occasional assistance may be required.

C. Does Not Meet Expectations = 1 point

- The employee's performance or behavior needs improvement and/or is inconsistent or unacceptable.
- Employee has limited grasp of basic job requirements despite repeated coaching and/or retraining.
- Shows little or no initiative or urgency to perform.

Professional, Organizational & Leadership Duties and Standards

1. Leadership - Rating 3 - Exceeds Expectations

- Creates a climate of trust and mutual respect, increasing the potential for employees to be productive and to feel welcome, valued, and motivated.
- Exhibits ethical leadership and models the conduct that is expected from those he leads.
- Performs duties with honesty, accountability, fairness and professionalism.
- Inspires confidence, establishes credibility with the board, staff and others.
- Exhibits a variety of interpersonal skills inclusive of effective communication skills, facilitation of teamwork, employing conflict resolutions skills, engendering confidence in leadership by subordinates, listening and feedback skills, addressing emotional behavior, and empowering staff and related human interaction abilities.
- Maintains and effectively exhibits a positive attitude in their work and creates a culture of excellence throughout his work group by sharing positive feedback and constructive criticism, when necessary, to both individuals and the work team.
- Manages and oversees the daily oversight of the TTD staff.
- Plans, organizes, creates and implements TTD administrative processes, tools, and administrative capabilities.

Comments: *Transparency of all the details of TTD business has been exceptional. Carl's strong leadership skills are reflected in the TTD staff working as a team to insure the success of all the very difficult and complex tasks.*

TOTAL RATING SCORE: 6 points – Exceeds Expectations (3 x 2 = 6)

2. Vision, Mission & Strategy - Rating 3 - Exceeds Expectations

- Articulates a compelling vision or picture of the future, pertaining to his work group and how that vision is consistent with the values and mission of TTD.
- Possesses broad knowledge and perspective and is future-oriented.
- Demonstrates the capacity to maintain the work group's direction and consistency in meeting their defined strategic objectives.
- Plans and implements construction projects and transit services.
- Develops and implements strategic legislative, funding, partnership and organizational actions relevant to TTD mission statement.

Comments: *Suggestion to review and re-visit the District's vision and mission as an outcome of this evaluation. Note: Carl does not directly plan and implement construction projects and transit services, but does so through staff he hires and manages.*

TOTAL RATING SCORE: 6 points – Exceeds Expectations

3. Decision-Making & Critical Thinking - Rating 3 - Exceeds Expectations

- Recognizes issues, problems, or opportunities, and determines whether action is needed to advance the decision-making process.
- Demonstrates the ability to maneuver through complex political situations effectively.
- Possesses the ability to skillfully negotiate in difficult situations with both internal and external groups; can be direct as well as diplomatic.
- Possesses ability to envision enhancements to a particular support service or program activity.
- Demonstrates the ability to lead and explore alternatives to the status quo.
- Looks toward the broadest possible view of an issue/challenge; thinks globally.

Comments: *Carl's skills in decision making and critical thinking is revealed in all the success stories with TTD evolution over the last couple of years. This growth has been instrumental in meeting all the goals of TTD. Carl has needed every negotiating skill in his playbook to deal with the challenges presented by doing business with the FHWA Central Federal Lands Highways Division, most recently in*

connection with the SR 89/Fanny Bridge Community Revitalization Project.

TOTAL RATING SCORE: 6 points – Exceeds Expectations

4. Resilience & Change Management - Rating 3 - Exceeds Expectations

- Develops necessary policies, objectives, budgets, funding sources, and other items.
- Encourages positive change in support service or program functions and exhibits the ability to change constructively, positively, and effectively by communicating the reason/need for change, involving others in the process, and following up on the impact of change.
- Responds quickly to change and easily considers new approaches.
- Anticipates reactions and objections to change, and plans how to overcome them.
- Takes the steps necessary to understand changes in internal and external environments.
- Researches and identifies “best practices” and implements accordingly.
- Supports new systems and procedures.

Comments: *Carl has been very proactive in all the business of the TTD. Change is certainly not something TTD has been reluctant to address to meet the mission and vision of the TTD. Carl continues to engage the services of an outside change management consultant to help he and his management team to effectively and efficiently address organizational change, including, but not limited to, becoming an employer with employees in multiple locations and a significant increase in responsibilities. High ratings also go to Carl's diligent pursuit of the goals he sets with the Board. He sets a very challenging list of goals each year not afraid to challenge all his skills to insure their success.*

TOTAL RATING SCORE: 6 points – Exceeds Expectations

5. Resource Management - Rating 2 - Meets Expectations

- Demonstrates the ability to manage and leverage financial resources, information technology, building facilities, and external resources in support of the District's mission and objectives.
- Demonstrates the ability to estimate, justify, and manage appropriate funding levels to support the mission.
- Ensures that self and staff are trained and competent in utilizing existing and new information technology.
- Understands and utilizes internal and external resources to achieve objectives.
- Maintains responsive and effective transit system within operating budget.

Comments: *The Evaluators recognize it is an industry-wide challenge, but the District continues to struggle with hiring and retaining an adequate workforce to support its transit operations. Adequate “External resources” remain a challenge for the District's General Fund. We recognize and appreciate that creativity was used this past year to add to the General Fund. We believe our local government partners should be engaged to contribute to the District's financial resources and capabilities.*

TOTAL RATING SCORE: 4 points – Meets Expectations

6. Financial Management - Rating 2 - Meets Expectations

- Keeps the board informed using generally accepted financial and accounting reports.
- Demonstrates broad understanding or principles of financial management.
- Prepares, justifies and administers District budgets.
- Monitors expenditures in support of programs and policies.
- Uses creative approaches to maximize or leverage the use of financial resources.
- Ensures the fiscal responsibility and management of their respective work group by meeting all cost center budgets and performance/unit delivery standards.

Other: *Financial reporting with the financial staff in attendance at all board meetings*

Comments: *The District's finances and financial accounting responsibilities are extremely complex. There are many contributing factors, including, but not limited to, the diversity of funding sources, color of money” constraints, the amount of effort involved to secure many of these sources, increased payroll*

responsibilities with the significant increase in the number of District employees, and the need to provide a wide range of different financial reports. Carl has assembled a first rate financial team to successfully meet these many demands and maintain the District's solid financial management track record and reputation (Example: Recent series of "clean" audits and TTD's line of credit). We believe the full board benefits from and appreciates the active presence of key financial team members at every board meeting.

Financial challenges are reflected in our comments under Resource Management, above.

TOTAL RATING SCORE: 4 points – Meets Expectations

7. Collaboration & Public Image - Rating 3 - Exceeds Expectations

- Builds relationships with primary local, state, federal and private sector partners.
- Leverages expertise and contacts to solve problems, gain knowledge or develop new business.
- Considers impact on external partners and stakeholders when planning program development or expansions.
- Promotes effective public education by making materials available regarding the TTD's mission and actions.
- Works and coordinates jointly with various groups and individuals in order to insure the necessary collaboration to complete TTD projects.

Comments: *One of Carl's best skills is collaboration and organizing partnerships based on collaboration. His knowledge and many years of experience in doing business in the Basin is a major asset for the District. With a relatively small staff, it can be difficult to find time to support collaboration, given all the work necessary for TTD to perform its day-to-day business. Carl has logged many long personal hours insuring that collaborative partnerships and TTD's public relations and outreach remain a high priority.*

TOTAL RATING SCORE: 6 points – Exceeds Expectations

Annual Performance Objectives

Note: Ratings in this section reflect Carl's Self-Evaluation.

1. Secure enough revenue sources to address the period of time challenging the District's cash flow needs for transit and capital projects until expected 5307 and STP funds are available for transit and project work. Rating 3 - Exceeds Expectations

Staff and I have been able to address revenue and cash flow for choices within our control. We have not had to use the line of credit to operate through the fiscal year. Impedances have occurred that have required non-reimbursable charges to the general fund for time and contract costs for projects like SR89/Fanny Bridge, Meeks, and US 50 where work continued but the administrative process to access the funds has not been timely. For SR89/Fanny Bridge and Meeks, the matter relates to the yet to be completed permit process between Central Federal Lands Highways Division and Caltrans. For US 50, the issue was the timing to go through the initial Local Assistance process with Caltrans. Other general fund expenditures relate to staff hours for overall public education, outreach, and coordination at the private, local, state, and federal level that aren't project or operation specific, but are important, like legislative affairs for example.

I made several attempts to find revenue that could be used besides general fund until the District's Recreation Travel Demand project funds could be accessed. These included introducing the idea of Article IX changes to the Nevada legislative oversight committee in its final work session prior to the 2017 session, a request to TRPA for planning funds, and pursuit of legislative opportunities in the Nevada session to create a revenue source for TTD. Possibilities were opened, but nothing material was realized for the fiscal year. However, the administrative process to access the funds for the rec travel demand project is now underway in the form of an FTIP amendment. Next will have to be a STIP amendment, then TTD can apply with NDOT to begin the local assistance

process.

Staff has addressed the administrative process to receive 5307 funds, and STBG funds for US 50. So cash flow management has been successful without demand on and costs from the line of credit. Transit funds and US 50 funds have come on line while other allocations lag waiting on others. Effort has been made to minimize the draw on general fund for non-reimbursable expenses, but some draw down has occurred this fiscal year. With guidance and support from the Board, staff was able to successfully conclude settlement of contract close out with Keolis on transit operations and account balances.

2. Complete the environmental document certification and preferred alternative selection process for the US 50 Community Revitalization Project. Rating 2 - Meets Expectations

The administrative draft was prepared and available in March of FY 16. It took thirteen months to get from administrative draft to approval for release of the public draft in April of FY 17. It took this long for the NEPA portion of the joint document to be vetted and approved. The expectation of one lead NEPA agency changed to four NEPA agencies requiring several iterations to be vetted and settled for the public draft. The comment period commenced on April 24th for 75 days and closed on July 7th. Three public hearings were held, and the project is now in the preparation stage of the final environmental document for selection of the preferred alternative and the decisions on certification and project selection/approval. I led the public outreach effort, with the support of the outreach team, which included numerous workshop type presentations with community groups, formal hearings, one on one meeting's with individuals and agency leads and staff, and a field trip with the TRPA board.

At the beginning of the fiscal year I had expected the process to conclude by the end of FY 17, but the NEPA vetting changed the calendar expectation. With the conclusion of the public comment period I am now anticipating decision hearings to be concluded by the end of October FY 18.

3. Develop a strategy and support for a sustained general fund source for the District. Rating 2 - Meets Expectations

I have developed a strategy and worked to that end which is being presented to the Board for input and development assistance at the July meeting. Part of that strategy began as described in item one. The development of the Transit Master Plan, Short Range Transit Plan, and Corridor Connection Plan are also part of the strategy. The Board has adopted the Transit Master Plan and goals, next will come the Short Range Transit and Corridor Connection Plans for adoption as TTD implementation documents that support the achievement of TRPA's Regional Transportation Plan. I am advocating that TTD and partners work to bring proposed state legislative changes to develop regional revenue sources for the 2019 Nevada and California sessions.

In addition, with the general fund budget demand articulated in item one, I have reprised the idea of going to TTD's local government members for contributions to the general fund in next budget cycle of each. This idea has been used sparingly over the last nine years and it is time to revisit the contribution since the District is providing valuable services in each jurisdiction.

4. Complete change management process for management practices and operations. Rating 3 - Exceeds Expectations

I have continued with outside consultant assistance on management change process over the course of the fiscal year, as needed which has been helpful. We have also continued with our management team meetings. In my opinion the management team has transitioned well, have gotten into a rhythm, and have adjusted to the challenges of multiple operating sites. It will require continued vigilance, but I have seen and can feel the growth in the management team. The team has been responsive and diligent. I am proud of them.

**5. Restart the cross-lake passenger ferry environmental analysis process.
Rating 2 - Meets Expectations**

Money has been programmed to restart the process for this project, but given the change in calendar expectation I made the decision to maintain the idea of restarting the project once the decision has been made on the US 50 project. In the current fiscal year that means we are not planning on beginning again until mid-fiscal year or after the first of 2018. If the schedule goes as planned on 50, staff can begin the process of bringing the funds on line in the second quarter for work to begin in the third quarter.

**6. Continue oversight of staff role in the construction of the SR 89 Fanny Bridge Community Revitalization Project, the Meeks Bay trail project, and the SR 28 North Demo Project.
Rating 3 - Exceeds Expectations**

Staff and I have remained vigilant with our participation on these two projects. The SR28 project now requires minimal staff attention and is well underway with good project management. TTD's working relationship with NDOT is very good. The SR89 project, which includes the Meeks trail, remains much more demanding and challenging. It has required much more of my time as an executive in consultation with partners and federal highways at the executive level. The primary areas of time and attention relate to contractor challenges, managing costs and changes to agreements, stakeholder needs, and completion of administrative steps to put the balance of the project, namely Meeks, out to bid. Related then is the delay in releasing the ATP funds TTD needs for match and its own expenses. I believe this project will continue to demand a fair amount of time and attention.

7. If funding allows, pursue legislative needs for continued District funding support and operational authorities. Rating 2 - Meets Expectations

I was not successful in garnering or accessing funding for this purpose so my time spent on this was what we could afford to maintain a presence and coordinate on topics as deemed necessary.

8. Determine Forest Service continuing role for the environmental analysis of the SR 28 Central Corridor Shared Use Path. Rating 3 - Exceeds Expectations

This task has been accomplished with the signed agreement between TTD and the Lake Tahoe Basin Management Unit, Wood Rogers, and Incline Village General Improvement District. LTBMU is the lead on the environmental analysis with Wood Rogers assist and IVGID support. It is expected to take 18-20 months to complete the analysis for the eight-mile section of SR28 from Sand Harbor State Park to Spooner Summit at the junction with US 50.

Overall rating:

Carl's Self Assessment: 4 ratings of Exceeds Expectations and 4 of Meets Expectations.

Overall Assessment

Evaluators' Assessment

Based on their review and written report, Evaluators Steve Teshara and Mark Kimbrough have determined that District Manager Carl Hasty met or exceeded the Board's expectations as defined in the following: 1) The new Evaluation Form and Standards adopted since the FY 2015-2016 Evaluation; 2) the Agreement between the Board and Carl Hasty for services as District Manager; and 3) a review of Carl's Self-Evaluation based on the specific set of 2016-2017 Performance Objectives established jointly by Carl and the Board as part of his 2015-2016 evaluation process.

The Evaluator's report identified 5 ratings of "Exceeds Expectations" and 2 ratings of "Meets Expectations." The Evaluators reviewed and concurred with Carl's Self Evaluation of 5 ratings of "Exceeds Expectations" and 5 ratings of "Meets Expectations."

Salary Recommendation

Based on this evaluation, and consistent with the provisions of Exhibit C, Salary and Benefits, of the Agreement referenced above, the Evaluators recommend the Board approve a 4% salary increase for the District Manager, retroactive to July 1, 2017. This would bring the District Manager's base salary to \$134,983.68.

Additional Evaluator Comments and Recommendations

We observe that several District Manager/District objectives have been identified in the evaluation process for multiple years. These include:

- * The need for financial contributions from TTD's local government partners, in particular, to help support the District's General Fund, as part of a mix of GF funding strategies. [Develop a strategy and support for a Sustained General Fund source(s) for the District].
- If funding allows, pursue legislative needs for continued District funding support and operational authorities.

In addition, the constraints on funding to support/expand the District's transit operations remain a concern of the District Board. The TRPA/TMPO's **2017 Linking Tahoe Regional Transportation Plan and Sustainable Communities Strategy**, and our own Long-Range Transit Plan identify desired levels of transit service that are well beyond TTD's existing revenues. Effective legislative strategies and initiatives to address these needs are fundamental to the expansion of transit in the greater Lake Tahoe region. At present, TTD lacks the capacity to finance and otherwise support consistent, effective legislative strategies, particularly at the state level.

More broadly, the ever growing demand of complex, multi-partner District capital projects strains the capacity of our current staff. A competitive employee hiring and retention market also challenges us.

To help address these challenges, we offer the following recommendations for consideration:

- Board support and actions by Carl to establish and hire the position of Deputy District Manager.
- Secure a District satellite office on the North Shore (perhaps Incline Village) to help with the hiring and retention of staff, particularly senior management team staff.

If the Board concurs with these additional Evaluator recommendations, we would ask Carl to return to the Board within 60 days to report on the action steps necessary to implement these recommendations.

New Year Performance Objectives

The future performance objectives are intended to assist the employee to develop, enhance, or maintain his/her leadership skills and position accomplishment. Performance objectives serve to establish a common focus of effort between the employee and his/her supervisor over the course of the next evaluating period. The employee shall complete this section, with review by his annual Evaluators and the District Board of Directors.

Future Objective #1: *Bring the US Highway 50 South Shore Community Revitalization Project final environmental document forward for certification and approval of preferred alternative.*

Future Objective #2: *Bring Transportation Corridor Plan forward to TTD Board for adoption.*

Future Objective #3: *Bring Short Range Transit Plan (SRTP) forward to TTD Board for adoption.*

Future Objective #4: *Complete Recreation Travel Demand Revenue Options report for use with legislative pursuit of Article IX changes for 2019 state legislative cycle. Work with Board to develop a Tahoe stakeholder coalition in support of regional revenue establishment and Article IX changes.*

Future Objective #5: *Bring updated MOU between TTD and TRPA forward for adoption by TTD and TRPA boards. MOU to reflect compact relationship and agreement on respective roles for improving and overseeing Tahoe's transportation system and network.*

Future Objective #6: *Funding – a) request contributions from local governments to TTD's budget for program support, b) request next two rounds of Tahoe STBG funds for detailed corridor connection implementation planning related to SR89 Rec, Meyers/Wye, US 50 South Shore, US 50 East with focus on parking, transit, TOD, and multi-modal connectivity improvements, 3) apply for INFRA discretionary grant for acquisition use on US 50 South Shore Community Revitalization Project.*

Future Objective #7: *Re-start the cross-lake passenger ferry project environmental analysis.*

Future Objective #8: *Begin final design of preferred alternative for US 50 South Shore Community Revitalization Project post project decision. Pursue development of TOD replacement housing project for the same project post decision. Pursue development of additional TOD housing project at the Wye with the California Tahoe Conservancy.*

Verification of Review

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.

Employee Signature

Date

Manager Signature

Date