

**TAHOE TRANSPORTATION DISTRICT (TTD)
PROGRAM IMPLEMENTATION COMMITTEE**

Meeting Agenda

**Tahoe Transportation District
1669 Shop Street
South Lake Tahoe, CA 96150**

**May 6, 2022
4:00 p.m.**

The Tahoe Transportation District Program Implementation Committee meeting will be physically open to the public at the District's Transit Yard.

Members of the public may observe the meeting and submit comments in person at the above location. Members of the public may also 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 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.

Committee members: Wesley Rice-Chair, Cody Bass, Brian Bigley, Andy Chapman, Sherry Hao

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.

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. CALL TO ORDER AND GENERAL MATTERS

- a. Roll Call and Determination of Quorum
- b. Approval of Agenda for May 6, 2022 (*for possible action*)
- c. Approval of Minutes of February 2 and March 2, 2022 (*for possible action*) **Page #1**

II. 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.

III. DISCUSSION ITEMS

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| A. <i>For Possible Action:</i> Discussion on Daily Transit Operations Process and Site Visit at the Transit Maintenance and Operations Administration Facility | 7 |
| B. <i>For Possible Action:</i> Review of Approved Mission Statement and Development of Objectives for the Program Implementation Committee Relevant to the District's Five-Year Strategic Goals for Recommendation to the Board of Directors | 8 |

IV. DISTRICT MANAGER REPORT

V. COMMITTEE MEMBER REQUESTS AND COMMENTS

This portion of the agenda is for members to make requests for future agenda items or to make a brief report about personal activities without further deliberation by the committee, although any member may request an item to be placed on a future agenda in response to such remarks.

VI. PUBLIC INTEREST COMMENTS

VII. 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 TTD and at three other separate, prominent places within the jurisdiction of TTD 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 Committee. Such notice was delivered to the postal service used by the Committee 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 TTD 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 Committee or, if provided to the members of the Committee 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
PROGRAM IMPLEMENTATION
COMMITTEE MEETING MINUTES
February 2, 2022**

Committee Members in Attendance:

Cody Bass, City of South Lake Tahoe (attended remotely)
Brian Bigley, Member at Large (attended remotely)
Andy Chapman, TNT-TMA (attended remotely)
Sherry Hao, CA Gov Appointee (attended remotely)
Wesley Rice, Douglas County

Others in Attendance:

Carl Hasty, Tahoe Transportation District
George Fink, Tahoe Transportation District
Judi Allen, Tahoe Transportation District

I. CALL TO ORDER AND GENERAL MATTERS

A. Roll Call and Determination of Quorum

The meeting of the Committee was called to order by Mr. Rice at 9:26 a.m. at the Tahoe Regional Planning Agency and via GoToWebinar. Roll call was taken and it was determined a quorum was in attendance for the Committee.

B. Approval of Agenda of February 2, 2022

Motion/second by Mr. Chapman/Ms. Hao to approve the Committee agenda for today's meeting. The motion passed unanimously.

C. Approval of TTD Meeting Minutes for December 10, 2021

Motion/Second by Mr. Chapman/Mr. Bass to approve the Committee minutes. The motion passed unanimously.

II. PUBLIC INTEREST COMMENTS

No public interest comments were made.

III. DISCUSSION ITEMS

A. Presentation on the Status of TTD's Electric Bus Fleet as it Relates to the Proterra Buses and Related Infrastructure

Mr. Fink introduced Nischant Dixit and Brendan Harney of Proterra, who gave a presentation. Ms. Hao asked if the buses would also be charged at the yard. Mr. Fink noted they will only be charged at the college at this time. Mr. Bass requested a meeting with Mr. Hasty, Mr. Fink, and City staff to discuss installing additional charging stations.

Action Requested: Informational Only

B. Authorize Issuance of a Contract Award to Stantec Consulting Services, Inc. to Update TTD's Short-Range Transit Plan and Authorize the District Manager to Execute a Two-Year Agreement at an Amount Not to Exceed \$260,000

Mr. Fink reviewed this item. Ms. Hao asked if the federal government adopted California's Innovative Clean Transit Requirement. Mr. Hasty does not believe they have adopted the goals, but they will require a similar plan. Mr. Chapman asked if the hourly rate is a blended rate and is it in line with other transit consultants. Mr. Fink confirmed it is a blended rate and is in line. Mr. Chapman asked how much the prior Short Range Transit Plan cost to develop. Mr. Fink responded the prior plan was written in-house by staff. Mr. Bass stated the Request for Proposals should be revised and re-released to avoid a sole source procurement.

Mr. Bigley left at 10:06 a.m.

Action Requested: For Possible Recommendation

Mr. Chapman moved to recommend for possible action to authorize the issuance of a contract award to Stantec Consulting Services, Inc. to update TTD's Short-Range Transit Plan and authorize the District Manager to execute a two-year agreement at an amount not to exceed \$260,000, with the caveat that the item be pulled from the consent calendar for further discussion. Mr. Rice seconded the motion. The motion passed, with Mr. Bass voting no.

C. Approval of TTD as a Signatory to the Project Charter for the U.S. 50 (East) Corridor Management Plan for TTD Participation as Part of the Corridor Management Team

Mr. Hasty reviewed this item. Mr. Bass asked who is the lead for the project. Mr. Hasty stated NDOT is the lead.

Mr. Rice left at 10:18 a.m.

Action Requested: For Possible Recommendation

Mr. Bass moved to recommend for possible action to approve TTD as a signatory to the project charter for the US 50 (East) Corridor Management Plan. Ms. Hao seconded. The motion passed unanimously.

D. Review of Proposed Mission Statement for the Program Implementation Committee for Recommendation to the Board of Directors

Mr. Hasty reviewed this item. Ms. Hao submitted a revised, proposed mission statement for the committee.

Action Requested: For Review and Discussion

Ms. Hao moved to accept the Committee's mission statement as follows: "It is the mission of the Program Implementation Committee to prepare

policy alternatives and actions for TTD Board deliberation relating to the successful implementation of transit services and transportation capital projects.” Mr. Bass seconded the motion. The motion passed unanimously.

E. Review and Acceptance of the Quarterly Transit Report for the First Quarter of Fiscal Year 2022

Mr. Fink introduced Donnie McBath, TTD’s new Transit Planner Analyst. Mr. McBath reviewed this item. Ms. Hao asked about comparing the current ridership data to prior time before the COVID impacts. Mr. Fink agreed and will revise the reports going forward. Mr. Bass asked if there was any data viewing the local ridership versus the recreational skier ridership. Mr. Fink responded that will be included in the Short-Range Transit Plan surveys. Mr. Chapman commented he looks forward to seeing the East Shore Express back in service. Mr. Hasty responded staff anticipates releasing a Request for Proposals for an operator to assist with that service. Ms. Hao asked for an update on the Phoenix cutaway buses. Mr. Fink noted there have been supply issues for the chassis used to build those buses and staff still anticipates an April or May delivery.

Action Requested: For Possible Recommendation

No action was taken.

IV. PUBLIC INTEREST COMMENTS

No public interest comments were made.

V. ADJOURNMENT

The meeting adjourned at 10:36 a.m.

Respectfully Submitted:

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

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

**TAHOE TRANSPORTATION DISTRICT
PROGRAM IMPLEMENTATION
COMMITTEE MEETING MINUTES
March 2, 2022**

Committee Members in Attendance:

Cody Bass, City of South Lake Tahoe (attended remotely)
Brian Bigley, Member at Large (attended remotely)
Andy Chapman, TNT-TMA
Sherry Hao, CA Gov Appointee (attended remotely)
Wesley Rice, Douglas County

Others in Attendance:

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

I. CALL TO ORDER AND GENERAL MATTERS

A. Roll Call and Determination of Quorum

The meeting of the Committee was called to order by Mr. Hasty at 1:02 p.m. at the Tahoe Regional Planning Agency and via GoToWebinar. Roll call was taken and it was determined a quorum was in attendance for the Committee.

B. Approval of Agenda of March 2, 2022

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

C. Approval of TTD Meeting Minutes for February 2, 2022

No action was taken due to the incorrect set of minutes were attached.

II. PUBLIC INTEREST COMMENTS

No public interest comments were made.

III. DISCUSSION ITEMS

A. Review and Discussion of Fiscal Year 2023 Proposed Work Program

Mr. Hasty reviewed this item.

Ms. Hao arrived at 1:08 p.m.

Mr. Bass asked which part of the US50 project is the District looking at applying for the RAISE grant funds. Mr. Hasty reiterated staff is looking at applying for funds for the Nevada side of the project.

Mr. Rice suggested having Mr. Lew Feldman give the Board an update on the Event Center.

Mr. Rice arrived at 1:35 p.m.

Action Requested: For Possible Action

No action was taken.

B. Informational Item on Implementation Planning Efforts Associated with Emergency Coordination and Transportation Infrastructure Adaptation Projects

Ms. Hughes reviewed this item. Ms. Hao asked if staff would be developing the hazard mitigation plan or would a consultant be hired to develop. Ms. Hughes noted the District had issued an RFP some time ago and selected a consultant, but did not award a contract. Ms. Hughes added she anticipates reissuing the RFP for the development of a bi-state plan.

Action Requested: Informational Only

C. Recommend Adoption of Resolution 2022-003 Approving the Update to the Public Transit Agency Safety Plan for the Tahoe Transportation District to the TTD Board of Directors

Mr. Fink reviewed this item.

Action Requested: For Possible Action

Mr. Chapman moved to recommend adoption of Resolution 2022-003 approving the update to the Public Transit Agency Safety Plan for the Tahoe Transportation District to the TTD Board of Directors. Mr. Rice seconded the motion. The motion passed.

D. Update and Discussion on the Release of a Request for Proposals for the East Shore Express Seasonal Transit Service as an Option to Direct Operations to Begin Summer 2022

No review or discussion was held due to lack of time.

Action Requested: For Review and Discussion

E. Update and Discussion on the Park Tahoe Parking Management Program Implementation Strategies for the 2022 Year That Will Strengthen the Financial Framework for the Nevada State Route 28 East Shore Trailhead Paid Parking Pilot

No discussion was held due to lack of time.

Action Requested: For Possible Action

No action was taken.

IV. DISTRICT MANAGER REPORT

Mr. Hasty had nothing further to report.

V. COMMITTEE MEMBER REQUESTS AND COMMENTS

Mr. Bass requested a discussion of the suspension of transit services that occurred two weeks ago.

Ms. Hao requested a discussion regarding the consideration of a resolution to commit to a decarbonization goal for the fleet.

VI. PUBLIC INTEREST COMMENTS

No public interest comments were made.

VII. ADJOURNMENT

The meeting adjourned at 2:32 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.)



MEMORANDUM

Date: May 3, 2022
To: Tahoe Transportation District (TTD) Program Implementation Committee
From: TTD Staff, Carl Hasty – District Manager
Subject: Discussion on Daily Transit Operations Process and Site Visit at the Transit Maintenance and Operations Administration Facility

Action Requested:

It is requested the Committee convene at the TTD transit maintenance and operations administration facility for a tour and presentation on daily operations for information and discussion.

Fiscal Analysis:

Transit Operations is a fund account within TTD's budget whose revenues are comprised of FTA 5307 formula funds, FTA 5311 grant funds, California Transportation Development Act funds, California Toll Credits for match, FTA 5339 and 5310, Congestion Management Air Quality funds, and other grants or contributions to comprise an annual operating budget.

Work Program Analysis:

Administrative work related to the Committee is programmed for Board support. Transit operations is also programmed within the Transit Operations component of the work program.

Background:

Before the summer season arrives, the TTD Chair thought it would be a good opportunity to provide the Program Implementation Committee a hands-on orientation to daily transit operations and a physical site visit to the maintenance and operations administrative facility to provide the Committee a personal experience and context for TTD's transit operations and challenges.

Discussion:

Staff will provide a walk-through tour of the facility and on the ground operations of the maintenance and transit operations center at 1669 Shop Street, South Lake Tahoe, California. Staff will also provide an overview of daily transit service operations and the types of conditional challenges that can occur for transit operations for discussion, questions, and answers.

Additional Information:

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



MEMORANDUM

Date: May 3, 2022

To: Tahoe Transportation District (TTD) Program Implementation Committee

From: TTD Staff, Carl Hasty – District Manager

Subject: Review of Approved Mission Statement and Development of Objectives for the Program Implementation Committee Relevant to the District’s Five-Year Strategic Goals for Recommendation to the Board of Directors

Action Requested:

It is requested the Committee review and discuss TTD’s five-year strategic goals and develop objectives relevant to the approved Committee mission statement for recommendation to the full Board.

Fiscal Analysis:

Staff time is budgeted for administrative support for the Committee. Associated work with specific elements of policy development that relate to the next fiscal year or some desired tasks will be dependent on revenue availability.

Work Program Analysis:

The proposed FY 23 work program also includes staff hours for Board and committee administrative support.

Background:

With this committee’s focus on the implementation of transit and the capital project programs, the identified scope of topics to date are matters such as a framework/policy for property acquisition and mobility hub placement, a framework for a regional transit system and service operations and outcomes, challenges to transit service and project implementation, and the Short-Range Transit Plan Update. A more recent policy suggestion has been the idea of a carbon neutral policy.

The mission statement developed by the Committee and approved by the Board is:

It is the mission of the Program Implementation Committee to prepare policy alternatives and actions for TTD Board deliberation relating to the successful implementation of transit services and transportation capital projects.

The District’s five-year strategic goals are as follows:

SG-1: Improve TTD standing, networks and partnerships to lead regional, multi-modal transportation.

- SG-2: Stabilize, expand and manage organizational resources, with a focus on developing a general fund for administration costs
- SG-3: Fund and operate regional multi-modal transportation systems.
- SG-4: Conduct project level planning, provide leadership and fundraise for new regional transportation system elements

Discussion:

Additional background discussion from the October 2021 Board Retreat workshop is the following summary of the priority projects for the next two to three years, the italicized and underlined statements are Staff suggestions for the Program Implementation Committee consideration:

- Choose a model and direction for TTD as an organization and commit to funding/staffing
- Come to recommendations on overall strategy for regional funding sources with partners and for engagement with CA and NV legislatures
- Work with partners for resolution on alternative for US50 SSCRP
- Pursue and secure funding from American Recovery Program funds
- Make progress on Incline Village Mobility Hub (securing land and selecting site)
- Make progress on Douglas County location for maintenance facility (securing land and selecting site)
- Secure acquisition funds, and then subsequently secure land for transportation hubs:
 - US50 parking and ride
 - Commercial property in Meyers
- Progress on next phase of SR28 corridor trail and parking project (South of Sand Harbor)
 - Expand parking at existing Forest Service lots and trails to connect them.
- Existing transit service
 - Maintaining service
 - Work for fleet replacement (first electric busses!)
- [Mr. Bass added in October] - long-term zero energy sustainability goal. Mr. Davis agreed. Mr. Hasty noted staff will be submitting an application for the Caltrans Planning grant for a zero-emissions fleet plan.

Additional Information:

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