

**TAHOE TRANSPORTATION DISTRICT (TTD)
REGIONAL PARTNERSHIPS AND COMMUNICATIONS COMMITTEE**

Meeting Agenda

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

**July 6, 2022
2:45 p.m.**

The Tahoe Transportation District Regional Partnerships and Communications Committee meeting will be physically open to the public at the Tahoe Regional Planning Agency, Stateline, NV 89449 and in accordance with California and Nevada law, Committee members may be teleconferencing into the meeting via GoToWebinar. This meeting will be held in accordance with requirements under Government Code section 54953(e) as enacted by California AB-361 and a determination of TTD to waive certain requirements regarding teleconferencing.

Committee members: Andy Chapman-Chair, Darcie Goodman Collins, Alex Fong, Cindy Gustafson, Sue Novasel, Sondra Rosenberg

To register for the TTD Regional Partnerships and Communications Committee Meeting go to:
<https://attendee.gotowebinar.com/register/3350629068853415948>

After registering, you will receive a confirmation email containing information about joining the webinar.

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

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 ROLL CALL

- a. Roll Call and Determination of Quorum
- b. Approval of Agenda for July 6, 2022 (*for possible action*)
- c. Approval of Minutes of May 4, 2022 (*for possible action*)

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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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B. <i>For Possible Action:</i> Discussion and Possible Action on Next Steps to Define and Address the Roles and Responsibilities for Transportation Partnership Between TTD and the Tahoe Regional Planning Agency	6

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
REGIONAL PARTNERSHIPS AND COMMUNICATIONS
COMMITTEE MEETING MINUTES
May 4, 2022**

Committee Members in Attendance:

Andy Chapman, TNT-TMA (attended remotely)
Darcie Goodman Collins, SS-TMA
Alex Fong, Caltrans (attended remotely)
Cindy Gustafson, Placer County (attended remotely)
Sue Novasel, El Dorado County (attended remotely)
Sondra Rosenberg, NDOT (attended remotely)

Committee Members Absent:

Mark Bruce, TRPA Representative

Others in Attendance:

Carl Hasty, 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. Chapman at 10:02 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 for May 4, 2022

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

C. Approval of Minutes for March 21, 2022

Motion/second by Ms. Novasel/Ms. Collins to approve the Committee minutes. The motion passed unanimously.

II. PUBLIC INTEREST COMMENTS

There were no public interest comments.

III. DISCUSSION ITEMS

A. Recommend Approval of the Regional Partnerships and Communication Committee's Objectives Relevant to the District's Strategic Goals to the TTD Board of Directors

Mr. Hasty reviewed this item. Mr. Chapman reiterated the District's strategic goals and the Committee's proposed objectives.

Ms. Collins moved to recommend approval to the full Board the Regional Partnerships and Communication Committee's proposed objectives relevant to

the District's strategic goals. Ms. Novasel seconded the motion. The motion passed unanimously.

Action Requested: For Possible Action

B. Discussion and Development of Communication Themes and Messages Related to TTD's Work and Role in Transportation for the Lake Tahoe Region as Part of a Communication Plan for the Agency

Ms. Rosenberg arrived at 10:15 a.m.

Mr. Hasty reviewed this item. Ms. Collins suggested the proposed statement is a good start for the Oversight Committee, but that a briefer statement might be in order with a listing of concrete outcomes for the public. Mr. Fong asked if there is some type of graph delineating TRPA/TMPO's and TTD's roles. Mr. Hasty responded there are some historical versions that can be updated and brought to the next committee meeting. Mr. Chapman suggested developing an executive summary of the concept statement.

IV. DISTRICT MANAGER REPORT

Mr. Hasty noted that on the Board agenda, there is a revision of the Policies and Procedures for Board approval. One change in the policies is to allow the ex-officio members to vote at the committee level, in order to have active participation on this committee.

V. COMMITTEE MEMBER REQUESTS AND COMMENTS

There were no requests or comments.

VI. PUBLIC INTEREST COMMENTS

No public interest comments were made.

VII. ADJOURNMENT

The meeting adjourned at 10:40 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.)



MEMORANDUM

Date: July 1, 2022

To: Tahoe Transportation District (TTD) Regional Partnerships and Communication Committee

From: TTD Staff, Carl Hasty – District Manager

Subject: Continued Discussion and Development of Communication Themes and Messages Related to TTD's Work and Role in Transportation for the Lake Tahoe Region as Part of a Communication Plan for the Agency

Action Requested:

It is requested the Board discuss, refine and possibly recommend approval to the Board, the concept statement, along with summary version statement about TTD.

Fiscal Analysis:

It is not anticipated that this work will require budget beyond staff time support which is accounted for in the budget.

Work Program Analysis:

The staff time to support the Committee for this work is in the work program.

Background:

At the May meeting, the Committee concurred with the draft statement on TTD (Attachment A). The Committee also discussed that the statement may be too long for some audiences and suggested the idea of creating a companion summary or more succinct version, in addition to original statement.

Discussion:

A suggested summary statement is:

"TTD convenes and works with regional transportation partners to leverage financial and human resources to achieve regional transportation programs and projects established by the TRPA's adopted Regional Transportation Plan (RTP)."

Transportation efforts to reduce congestion, protect and enhance the environment, and to improve the quality of life for residents and visitors include transit, trails, road and support system improvements, advocacy, implementation planning, and transportation revenue for the Tahoe region."

Additional Information:

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

Attachment:

- A. TTD Concept Statement

RPC Agenda Item III.B.- Communication Themes and Messages

Updated Concept Statement for Review and Discussion:

Authorized by the Bi-State Compact, the Tahoe Transportation District (TTD) provides a critical function within the Tahoe Basin implementing and facilitating transportation projects and programs. The District Board is made up of elected officials from each of the local governments, appointments from both States and TRPA, as well as representatives of the private sector. Through the Board's deliberations, these partners identify the appropriate role TTD performs, including the following:

- Direct implementation of transportation projects and services
 - Transit operations
 - Project planning, management, financing, and construction
- Support for other organizations' development of transportation projects and services
 - Addressing cross-jurisdictional issues
 - Providing the elements of project design, environmental, and financing plans
 - Supporting other partners' implementation
- Initiation of interregional solutions and advocacy
 - Transportation system implementation planning and concept development

In summary, TTD convenes the regional partners to leverage financial and human resources to achieve regional transportation programs and projects established by the TRPA's adopted Regional Transportation Plan.



MEMORANDUM

Date: July 1, 2022

To: Tahoe Transportation District (TTD) Regional Partnerships and Communication Committee

From: TTD Staff, Carl Hasty – District Manager

Subject: Discussion and Possible Action on Next Steps to Define and Address the Roles and Responsibilities for Transportation Partnership Between TTD and the Tahoe Regional Planning Agency

Action Requested:

It is requested the Board review the materials and discuss next steps in defining and memorializing roles and responsibilities in the partnership on transportation between TTD and the Tahoe Regional Planning Agency (TRPA).

Fiscal Analysis:

It is not anticipated that this work will require budget beyond staff time support which is accounted for in the budget.

Work Program Analysis:

The staff time to support the Committee for this work is in the work program.

Background:

The Committee has discussed the need to address and define the roles and responsibilities between TTD and TRPA several times. The discussion at the March meeting on the strategic goals and objectives noted the need to address the issue.

The need to define and arrive at an articulation of roles and responsibilities between TTD and TRPA is not new. The Board addressed this in July of 2017, and made another attempt in December of 2017, but the interest between both organizations in addressing the need did not exist at that time. With the work over the last five years on bi-state transportation and regional revenue ideas, and with the respective work of both Boards over the last year, the timing to address the matter is at hand.

Discussion:

As background and a place from which to begin the discussion on next steps, the staff summary from the July 2017 TTD Board meeting, which included a suggested outline for a new memorandum of understanding (MOU) between the two agencies is attached (Attachment A). By way of contrast and for additional background, the existing MOU is also attached (Attachment B).

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. TTD Staff Summary of July 2017
- B. Existing MOU between TTD and TRPA (2008)



Tahoe Transportation
DISTRICT

Connecting our communities

MEMORANDUM

Date: July 10, 2017

To: Tahoe Transportation District (TTD) Board of Directors

From: TTD Staff

Subject: Discussion and Direction on Strategy for Regional Revenue Development Related to Regional Transportation Plan Implementation Through the Tahoe Transportation District's (TTD) Compact Authority, Transit Master Plan, Short Range Transit Plan, and Corridor Connection Plan

Action Requested:

It is requested the Board discuss the strategy presented by TTD staff and provide direction on moving forward with implementation of it.

Background:

TTD and the Tahoe Regional Planning Agency (TRPA) were given similar, but distinct responsibilities to address the transportation system needs for the Tahoe region in the Tahoe Regional Planning Compact of 1980. The two bi-state compact agencies are the stewards of the whole system charged with, in the case of TRPA to ensure that transportation is integrated with land use and threshold achievement, and in the case of TTD that public transit and desired capital improvements are implemented that others are not fulfilling. The authors of the 1980 compact recognized that the two would be needed to address the full scope of a regional system, which is otherwise administered in piecemeal fashion via political jurisdictions by eleven other entities at the state and local level.

For many years, the fulfillment of what the compact authors envisioned did not happen due to funding constraints that severely limited the TTD role. That changed in fiscal year 2009 with a series of federal appropriations, over a five year period, to TRPA who, in turn, allocated considerable sums to TTD to launch a capital improvement program of major system improvements that had not been addressed for some decades. Thanks to TTD and with the support of TRPA, a technical correction to a long-standing designation interpretation for the Tahoe Metropolitan Planning Organization was made in the federal transportation law, and now the basin is considered a major urban area, eligible for transit and capital formula funds. This important change enables Tahoe's transportation program through TRPA to have sustained federal formula funds to program for transit and capital projects. And as important as that change has been, it is not enough to fulfill the funding need for Tahoe's transportation system over the next twenty to thirty years.

Discussion:

TTD has done or is in the process of completing, the development of three program actions to implement the newly updated and adopted TRPA Regional Transportation Plan (RTP). Last

CH/ja

AGENDA ITEM: VIII.A.

CH/ja

AGENDA ITEM: III.B.

month, the TTD Board adopted the Linking Tahoe: Transit Master Plan (TMP); has heard and given direction on the development of the Short Range Transit Plan (SRTP); and has heard and discussed the Linking Tahoe: Corridor Connection Plan (CCP), which will come forward soon for adoption. TTD has developed these concepts and strategies to accelerate the implementation of RTP goals and policies, and to provide direction on TTD's role and work program over years to come.

Among the objectives the Board adopted for the TMP was a goal of establishing sixty million dollars a year in regional revenue to leverage federal, state, local, and private dollars to implement transit and multi-modal infrastructure to support transit services in the region and to the greater Tahoe region drive-up market. The development and adoption of these implementation plans and goals by TTD further fulfills what the authors of the 1980 compact envisioned. The accomplishments of the last nine years have demonstrated what TTD, TRPA, local, state, federal, and private sector partners in transportation can accomplish. The time has now arrived to memorialize partnerships and advance on a strategy to secure the sector funding needed to accomplish RTP implementation. For TTD, that proposed strategy comes in three parts which Staff would like to discuss with the Board for further refinement.

The three strategic elements Staff proposes to organize respective actions relate to:

- 1) a MOU with TRPA defining the compact relationship between them;
- 2) the development of a menu of revenue sources for transportation with an emphasis on regional and local; and
- 3) proposed Article IX (TTD's authorizing language) amendment to authorize regional revenue establishment.

TTD staff has prepared an outline for an MOU with TRPA for Board consideration and discussion. Staff feel it is time to revise the current MOU which is outdated and representative of a different time and circumstance to articulate for themselves and partners the working relationship with TRPA as intended by the compact and which has evolved with practice (Attachment A).

When the call for projects for Surface Transportation Block Grants (STBG) went out over a year ago, TTD staff had submitted a project on Recreation Travel Demand to TRPA. While TRPA did not program all the funds requested, it did program eight hundred and sixty thousand dollars for the project. Staff submitted this proposal anticipating the need to continue public outreach and education for Tahoe's transportation program, and to procure consultant services to evaluate and recommend regional revenue sources for program implementation. Access to the funding is pending amendment to the federal transportation improvement program list and the state's transportation improvement program list. Staff expects the funds to be available by late fall to begin work.

The MOU and recreation travel demand project work are key to the political opportunities that exist over the course of the current fiscal year and into the next to position proposed legislative changes and support. TRPA has been working to establish a bi-state consultation on the subject of transportation implementation with the two state gubernatorial administrations which is scheduled to begin August 8. TTD staff has been in consultation with the TRPA staff and Board on this matter and will participate on the 8th. The next opportunity will be at the annual federal event at Tahoe to be sponsored by Senator Feinstein on August 22 at Valhalla. After that, the next opportunity is with the Nevada legislative oversight committee for Lake Tahoe and Marlette Lake.

Typically, the committee schedule includes the kick-off meeting to be held in the fall and the balance of the meetings scheduled through spring of the following year, with the final work session to be concluded by August in order to advance any bill drafts from the committee and meet the Nevada legislative schedule for 2019. It is this committee opportunity that Staff believes offers the greatest investment in work to arrive at proposed changes to Article IX or other legislative authorities for TTD. Staff proposes to develop the consultant product from the recreation travel project for use with the committee work sessions in 2018.

And key to the success of these three approaches is the amalgamation of a critical mass of in basin supporters representing a cross section of sectors. The TTD Board and staff have important work to do to help amass the collective support for what TTD, TRPA, and other sectors need to do to advance the implementation of the Tahoe basin's transportation program over the long term.

Additional Information:

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

Attachment:

- A. Draft Outline dated July 10, 2017 – Memorandum of Understanding Transportation Roles and Responsibilities

DRAFT OUTLINE 7/10/17

MEMORANDUM OF UNDERSTANDING

TRANSPORTATION ROLES AND RESPONSIBILITIES

A Symbiotic Relationship

The drafters of the 1980 amendments to the Tahoe Regional Planning Compact (P.L. 96-551) were visionaries in terms of the importance of transportation in solving the Tahoe Basin's environmental challenges. In order to address the Tahoe Basin's unique transportation needs, the drafters created TTD and amended TRPA's planning authorities in order to structure a symbiotic relationship that would be capable of planning and developing the Tahoe Basin's transportation system.

There are multiple state, local and federal jurisdictions in the Tahoe Basin that have a role in planning and developing the Tahoe Basin's transportation system. However, only TRPA and TTD have a collective responsibility to create and implement a vision for the Tahoe Basin as a whole.

Planning, Regulation and Implementation

TRPA

TRPA was created to establish environmental threshold carrying capacities and adopt regional plans and regulations to achieve and maintain those capacities. P.L. 96-551, Art. I(b). As a transportation planning agency, TRPA serves as the Tahoe Metropolitan Planning Organization and prepares periodic transportation plans outlining the vision for developing, operating and maintaining the Tahoe Basin's transportation system. The projects that are currently planned for that transportation system include bridges, intersections, roads, highways, complete streets, water quality improvements, trails, bike paths, shared use paths, parking facilities, safety features, technology, and transit services and facilities. See Linking Tahoe: Regional Transportation Plan 2017, Appendix B. As a regulatory agency, TRPA establishes land use regulations that shape transportation needs and drive transportation conscious development.

TTD

TTD was created to administer TRPA's transportation plans and develop the Tahoe Basin's transportation system. TTD has power to own and operate that public transportation system to the exclusion of all other publicly owned transportation systems in the Tahoe Basin. P.L. 96-551, Art. IX(d)(1). TTD's planning efforts are focused on implementation and include the Long and Short Range Transit Plans, the Corridor Management Plan, and others.

Regional Revenues

TRPA

TRPA does not have authority to generate “self-help” regional revenues for the transportation system. Since TRPA is a planning and regulatory agency, its authority to generate revenues is limited to fees it can collect for the planning and regulatory services that it provides to the public. TRPA may fix and collect reasonable fees for any services rendered by it. P.L. 96-551, Art. VIII(b). TRPA may charge and collect a reasonable fee from any person proposing a project in order to receive the estimated costs incurred by TRPA in preparing an environmental impact statement. P.L. 96-551, Art. VII(e). Although it cannot generate revenues, TRPA can request state funds in the itemized budget it submits to the states annually. P.L. 96-551, Art. VIII(a) and (b).

TTD

TTD has authority to generate regional revenues to develop, own and operate the Tahoe Basin’s transportation system. TTD has authority to fix the rates and charges for the transportation services it provides to the public. P.L. 96-551 (Art. IX(d)(4)), *as amended by* CA S.B. 815 (Art. IX(h)(5)) and NV S.B. 24 (Art. IX(g)(7)). TTD has authority to issue revenue bonds and other evidence of indebtedness and make other financial arrangements appropriate for developing and operating the transportation system. P.L. 96-551 (Art. IX(d)(5)), *as amended by* CA S.B. 1308 (Art. IX(e)(6)) and NV S.B. 441 (Art. IX(e)(6)). TTD has authority to propose taxes to support the transportation system, but is prohibited from imposing ad valorem property taxes, a tax measured by gross or net receipts on business, a tax or charge that is assessed against persons or vehicles as they enter or leave the Tahoe Basin, or any tax, direct or indirect, on gaming tables and devices. Any such proposed tax must be approved by voters pursuant to the requirements of the state in which they reside, and the tax can only be used for the services for which it was imposed. P.L. 96-551 (Art. IX(d)(6)), *as amended by* CA S.B. 815 (Art. IX(h)(9)) and NV S.B. 24 (Art. IX(g)(9)).

TTD’s authority to generate regional revenues was intentionally limited when it was created because the drafters of the 1980 amendments wanted to be sure that TRPA and TTD would be responsible in planning and developing the Tahoe Basin’s transportation system. However, the drafters knew that there would be a need for regional revenues in the future and they agreed that TTD’s authority (unlike TRPA’s authority) could be amended in the future through substantively identical state enactments without Congressional involvement. P.L. 96-551 (Art. IX(e)). Therefore, TTD is the only jurisdiction in the Tahoe Basin with the ability to expand its ability to generate “self-help” regional revenues with consent from the states.

The Future of Transportation in the Tahoe Basin

TRPA planning efforts have identified enormous and daunting unmet transportation needs in the Tahoe Basin. TRPA's current Regional Transportation Plan identifies total capital, operations and maintenance costs of \$3,805,532,084 for projects on its unconstrained list, and \$2,049,661,873 for projects on its constrained list. See Linking Tahoe: Regional Transportation Plan 2017, Appendix B. Additionally, current planning does not identify funding for the cost of necessary transit facilities, mobility hubs, or parking facilities that are generally recognized as vital to developing the Tahoe Basin's transportation system. Those projects will cost (conservatively) hundreds of millions of more dollars. Therefore, even if identified constrained revenues are realized, current planning shows that the costs of developing, operating and maintaining the Tahoe Basin's transportation system will be over \$2,000,000,000 in excess of constrained revenues.

TRPA and TTD need to work together in cooperation with other local, state and federal jurisdictions to develop the "self-help" revenues that are needed to meet these transportation needs. Because of TRPA's authority to request state funds in its itemized budgets, TRPA can receive additional state funds for implementation planning for projects. Because of TTD's unique authority to generate "self-help" regional revenues, TTD can act as the lead in that regard. However, TTD, TRPA, other jurisdictions, and the private sector in the Tahoe Basin must work together to pursue state consent for the additional authorities that is needed. Due to the limitations in the current version of Article IX, TTD currently generates \$0 in "self-help" revenues. Due to its lack of a dedicated revenue source, TTD cannot issue bonds or other evidence of indebtedness to finance capital projects. Therefore, TTD and TRPA will need to work together to pursue state consent to an amendment to Article IX so that TTD can generate the "self-help" regional revenues that were originally envisioned by the drafters of the 1980 Compact amendments.

TTD will continue to assist and support TRPA and other jurisdictions in pursuit or maintenance of new and existing funding sources. It is through the leveraging of sector resources in the environmental improvement program tradition that the transportation program can be financed and implemented.

Memorandum of Understanding

TRPA and TTD were created to address and solve the Tahoe Basin's unique transportation challenges. Now is the time for TRPA and TTD to memorialize the details of their symbiotic relationship and address those challenges as a united team with clearly defined roles and responsibilities. With direction from this Board, TTD staff will prepare the draft of a Memorandum of Understanding between TRPA and TTD to be adopted by both parties' boards and serve as a framework for efficient and effective cooperation going forward.

**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.

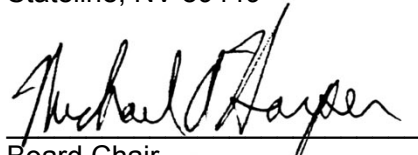
B. This MOU contains the entire agreement between the parties with regard to the subject matter contained herein. It supercedes and replaces all previous oral or written agreements, understandings, or communication between the parties on the subject.

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

Approved - August 8, 2008

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

Attachment A

Focus Areas	Activity	Hrs (2080=1PY)	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 Realignemnt-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 TMPO programming and EIP	100	\$4,800	TRPA
		200	\$19,800	FLH 1/2%
	Oversight of Project Development Program	280	\$27,720	FLH 1/2%
TTD Transit and Asset Management				
	Apply for and manage Transit Grants	116	\$5,800	TTD Grants/Membership
	Manage TTD Insurance policy	100	\$9,900	TTD Grants/Membership
	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
Secure Funding for Transit Enhancements				
	Manage regional funding initiative for Transit enhancements	300	\$29,700	TTD Grants/Membership
		150	\$7,200	TRPA
	Coordinate with EIP local funding proposals	100	\$4,800	TRPA
	Develop and gain acceptance of expenditre plan to determine proposed transit enhancements	275	\$13,200	TRPA
TTD Administration and Outreach				
	TTD Public Outreach (Public Project Workshops, Funding Plan Outreach, Etc.)	350	\$34,650	FLH 1/2%
		280	\$23,800	FLH 1/2%
	Provide TTD Project Development and Board Admin Functions	400	\$39,600	FLH 1/2%
		1040	\$42,640	FLH 1/2%
	Develop and Administer TTD Budget	100	\$9,900	TTD Grants/Membership
	Administer TTD Operational/Consultant Contracts	350	\$34,650	FLH 1/2%
		6,241	\$476,160	

Positions/Salary (Incl. overhead)	HRS	PY	Total \$
TTD District Manager	2080	1.00	\$205,920
Project Manager	2080	1	\$176,800
Transit Planner/Administrator	416	0.20	\$20,800
TTD/TRPA Executive Assistant	1040	0.5	\$42,640
TRPA Transportation Staff	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

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.

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.