

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

**Meeting Agenda**

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

**February 7, 2024  
1:00 p.m.**

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The Tahoe Transportation District Regional Partnerships and Communications Committee meeting will be physically open to the public at the Tahoe Regional Planning Agency, 128 Market Street, Stateline, NV 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(f).

Committee members: Andy Chapman-Chair, Jessica Diss, Alex Fong, Cindy Gustafson, Brooke Laine, Sondra Rosenberg, Steve Teshara

To register for the TTD Committee and Board Meetings, go to:  
<https://attendee.gotowebinar.com/register/6433864194780815709>

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

The following locations will also be available for participation by teleconference:

California Department of Transportation  
703 B Street  
Marysville, CA 95901

175 Fulweiler Ave  
Auburn, CA 95603

Members of the public may observe the meeting and submit comments in person at the above locations. Members of the public may provide public comment by sending comments to the Clerk to the Board by email at [jallen@tahoetransportation.org](mailto: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.

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](http://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. *For Possible Action:* Approval of Agenda for February 7, 2024
- C. *For Possible Action:* Approval of Minutes of June 7, 2023

**Page #1**

**II. PUBLIC INTEREST COMMENTS**

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

**III. DISCUSSION ITEMS**

	<u>Page</u>
A. <i>For Possible Action:</i> Discussion and Recommend Approval of Roles and Responsibilities for Transportation Partnership Between TTD and the Tahoe Regional Planning Agency to the TTD Board of Directors	<b>3</b>
B. <i>For Possible Action:</i> Discussion and Direction on TTD’s Strategic Communications Plan Development and Execution	<b>9</b>
C. <i>For Possible Action:</i> Nominate and Elect a Chairperson for the Regional Partnerships and Communication Committee	<b>14</b>

**IV. FOR INFORMATION: 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, the North Tahoe Chamber of Commerce, the teleconference locations listed above, and on the TTD website: [www.tahoetransportation.org](http://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](mailto: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](http://www.tahoetransportation.org). Please send requests for copies of supporting materials to Judi Allen at (775) 589-5502 or [jallen@tahoetransportation.org](mailto:jallen@tahoetransportation.org).



**TAHOE TRANSPORTATION DISTRICT  
REGIONAL PARTNERSHIPS AND COMMUNICATIONS  
COMMITTEE MEETING MINUTES  
June 7, 2023**

**Committee Members in Attendance:**

Andy Chapman, TNT-TMA  
Jessica Diss, TRPA Representative  
Alex Fong, Caltrans (attended remotely)  
Cindy Gustafson, Placer County (attended remotely)  
Sondra Rosenberg, NDOT

**Committee Members Absent:**

Jeffrey Spencer, El Dorado County  
Steve Teshara, SS-TMA

**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 12:18 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 for June 7, 2023

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

C. Approval of Minutes for January 23, 2023

Motion/second by Ms. Diss/Ms. Rosenberg to approve the Committee minutes. The motion passed unanimously.

**II. PUBLIC INTEREST COMMENTS**

There were no public comments.

**III. DISCUSSION ITEMS**

A. Update and Discussion on Draft Roles and Responsibilities for Transportation Partnership Between TTD and the Tahoe Regional Planning Agency

Mr. Hasty reviewed this item.

Mr. Fong left at 12:49 p.m.

Action Requested: For Information

**IV. DISTRICT MANAGER REPORT**

Mr. Hasty noted at the next meeting there will be a review of the Committee's goals.

**V. COMMITTEE MEMBER REQUESTS AND COMMENTS**

Mr. Chapman asked if there has been any headway on the red paint on the pull-outs on SR28.

**VI. PUBLIC INTEREST COMMENTS**

There were no public comments.

**VII. ADJOURNMENT**

The meeting adjourned at 1:07 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: February 1, 2024

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

From: TTD Staff, Carl Hasty – District Manager

Subject: Discussion and Recommend Approval of Roles and Responsibilities for Transportation Partnership Between TTD and the Tahoe Regional Planning Agency to the TTD Board of Directors

**Action Requested:**

It is requested the Committee hear the update and discuss the roles and responsibilities for TTD in the partnership on transportation between TTD and the Tahoe Regional Planning Agency (TRPA) and recommend approval to the Board.

**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 2022 meeting on the strategic goals and objectives noted the need to address the issue. In October of 2022, Staff and the Committee reviewed materials and a graphic broadly relating the roles of TRPA in its capacity, including the roles as the Metropolitan Planning Organization (MPO) and the Regional Transportation Planning Agency (RTPA in California) to that of other transportation related organizations like TTD.

At the June 2023 meeting, the Committee reviewed and discussed the draft roles of TTD. General acceptance was the consensus with questions and interest centered on having a companion description of TRPA’s transportation roles to go with it.

**Discussion:**

Staff worked with TRPA’s MPO Director, Nick Haven, to address a description of the agency’s transportation roles. The attached description is an adaptation from TRPA’s annual transportation Overall Work Plan for the transportation program staff. It represents a succinct articulation of the three transportation authorities bestowed upon TRPA under the Tahoe

Regional Planning Compact, the Federal MPO designation, and the California RTPA designation.

Staff supports the Committee approving a recommendation that the Board adopt TTD's role statement and the use of the TRPA statement.

**Additional Information:**

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

**Attachments:**

- A. TTD Transportation Role Statement
- B. TRPA Transportation Role Statement
- C. Graphic Depicting Tahoe's Transportation Roles and Transportation Organization Relationships



5-31-23

## **TTD's Role is Regional Transportation Implementation, Partner Coordination, and Local Support**

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### **Implementation – General**

- TTD uses its regional authority under the Compact (Article IX) to develop, organize, and maintain the cooperative effort to implement and operate a multi-modal transportation and transit network for the Tahoe region and its inter-regional community connections.

### **Transit**

- TTD uses its authority to establish a connected inter-regional transit partnership program for Tahoe with standards and goals for seamless transit service between modes and between operators.
- TTD uses its authority to focus on regional and inter-regional transit connections and assist local transit service implementation for a seamless inter-regional network.
- TTD uses its authority to establish an umbrella partnership program and protocols for regional parking management to optimize public and private parking availability to the motorist to support transit and multi-modal use through wayfinding, real time information, and revenue.
- TTD coordinates with Trans-Sierra transportation partners and transit providers to establish park and rides and mobility hubs to support connected inter-regional transit and access multi-modal transportation options.

### **Corridor Connection Implementation**

- As a bi-state regional transportation implementation agency, TTD will monitor and coordinate corridor management partner activities to achieve transportation service goals established by Corridor Management Plans (CMPs).

TTD established the corridor connection approach in 2017, recognizing that multi-modal transportation solutions can differ by corridor segment and that most corridors require multi-agency cooperation in developing comprehensive solutions and in managing the corridor to achieve safety, congestion management, parking, enforcement, vehicle miles traveled reductions, access, emergency management, and multi-modal operation goals and practices. Such goals go beyond one-time capital improvements and require perpetual alignment and interaction amongst partners to create best practices and sustained commitment.

### **Capital Project Implementation**

- TTD will focus on adding capacity to deliver cross-jurisdictional multi-modal and transit capital improvements that support regional and inter-regional transportation network goals.

### **Trans-Sierra Partnership**

- TTD will focus on partnerships and coordination with Trans-Sierra transportation entities adjacent to the Tahoe Region to facilitate additional transportation connections.

### **Legislative**

- TTD works with transportation partners to effectively represent Tahoe and Trans-Sierra transportation entities and needs for state capitol and federal support.

## LAKE TAHOE TRANSPORTATION PLANNING OVERVIEW – TAHOE REGIONAL PLANNING AGENCY

The Tahoe Regional Planning Agency (TRPA) holds three integrated regional transportation planning authorities: 1) Tahoe Regional Planning Compact (PL 96-551) planning requirements, 2) Regional Transportation Planning Agency for the California portion of the Lake Tahoe basin, and 3) the Metropolitan Planning Organization for the Tahoe Region. TRPA's core function is to provide a venue for coordinating regional transportation planning and administering and tracking transportation funding and projects implementing the Regional Transportation Plan.

The 1980 Tahoe Regional Planning Compact includes the following transportation related provisions:  
 "...there be established a Tahoe Regional Planning Agency with the powers conferred by this compact including the power to establish environmental threshold carrying capacities and to adopt and enforce a regional plan and implementing ordinances which will achieve and maintain such capacities while providing opportunities for orderly growth and development consistent with such capacities."

The TRPA Regional Plan shall be a single enforceable plan with the following related elements:

- A Goals and Policy Plan
- A Transportation Plan for the integrated development of a regional system of transportation, including but not limited to parkways, highways, transportation facilities, transit routes, waterways, navigation facilities, public transportation facilities, bicycle facilities, micro mobility and appurtenant terminals and facilities for the movement of people and goods, within the region.
- The goal of transportation planning shall be:
  - To reduce dependency on the automobile by making more effective use of existing transportation modes and of public transit to move people and goods within the region; and
  - To reduce, to the extent feasible, air pollution caused by motor vehicles.
- Where increases in capacity are required, the agency shall give preference to providing such capacity through best management of existing resources, public transportation and public programs and projects related to transportation.
- The plan shall provide for an appropriate transit system for the region.
- The plan shall give consideration to:
  - Completion of the Loop Road in the states of Nevada and California.
  - Utilization of a light rail mass transit system in the South Shore area.
  - Utilization of a transit terminal in the Kingsbury Grade area.
  - Achieve vehicle miles reductions per identified Regional Plan milestones.

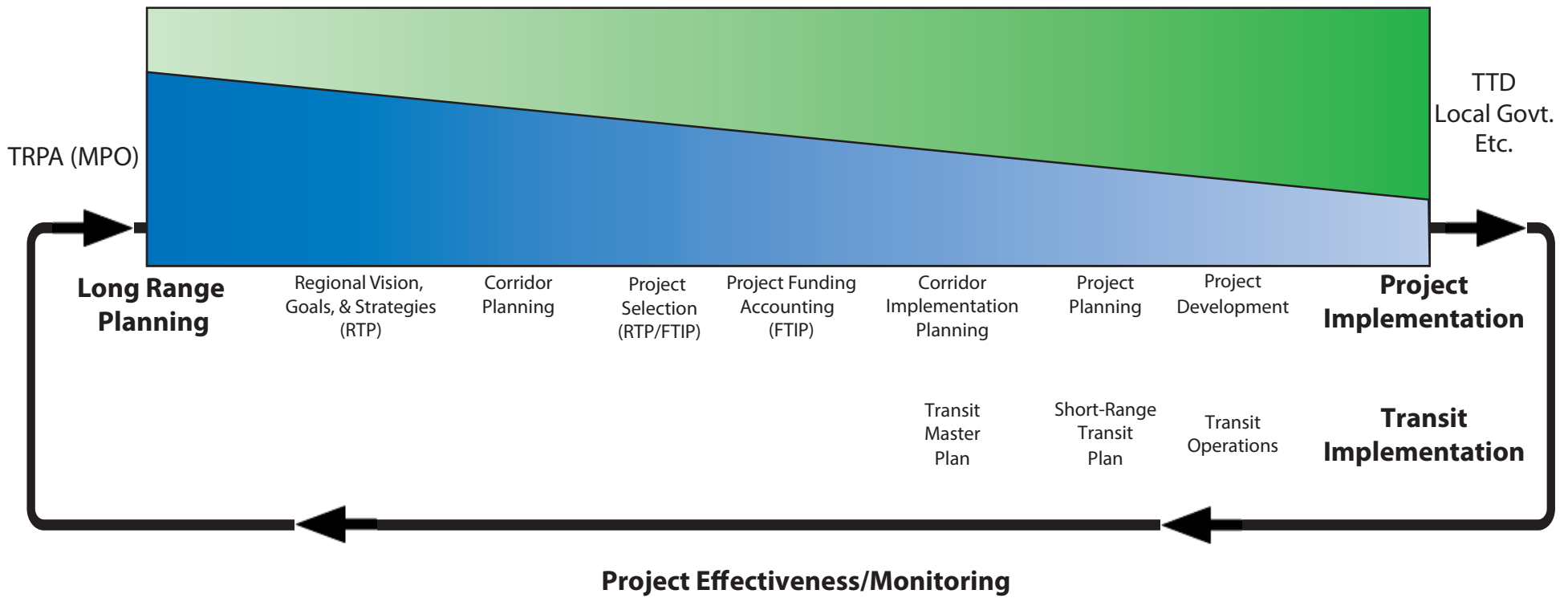
TRPA establishes transportation and land use policy direction by virtue of the Code of Ordinances, Goals and Policies, Plan Area Statements, and Local Area Plans. Additionally, TRPA administers the Environmental Improvement Program (EIP), a regional investment program focused on the restoration and protection of Lake Tahoe. The EIP is a programmatic approach to implementing transportation improvements, in addition to other resource area investments.

In addition to the responsibilities under the Tahoe Regional Planning Compact, TRPA is recognized as the Regional Transportation Planning Agency (RTPA) in California. As the RTPA, TRPA is charged with

developing a Regional Transportation Plan (RTP), a Regional Transportation Improvement Program (RTIP) to account for California state transportation funding programs.

The Tahoe Metropolitan Planning Organization (TMPO) authority was established in 1999 by the Governors of California and Nevada by designating the Lake Tahoe MPO under authority provided in federal regulations. TRPA's MPO role is primarily a transportation planning and financial programming role. The three primary products required of an MPO by federal rule are a Regional Transportation Plan, Federal Transportation Improvement Program (FTIP), and an Overall Work Program (OWP). The TMPO Governing Board is comprised of the 15-member TRPA Governing Board, with the addition of a voting representative of the United States Forest Service, Lake Tahoe Basin Management Unit (USFS-LTBMU).

The integration of the three authorities listed above is supported by the various activities and programs carried out by TRPA's Transportation Planning Program. The ability to integrate land use and transportation planning at a regional level, while considering impacts on implementation efforts, is a prime focus of this program and supports federal and state planning guidance.





MEMORANDUM

Date: February 1, 2024

To: Tahoe Transportation District (TTD) Regional Partnership and Communications Committee (RPCC)

From: TTD Staff – Tiara Wasner, Public Information Officer

Subject: Discussion and Direction on TTD’s Strategic Communications Plan Development and Execution

**Action Requested:**

The Committee is requested to provide input on the communication plan outline and the proposal to secure a short-term consultant collaborative to assist the Public Information Officer (PIO) to develop and launch a Strategic Communications Plan.

**Fiscal Analysis:**

The budget for a short-term consultant contract will be covered by current budget savings for the PIO position, which has not been in place for the entire fiscal year and because the PIO has been working on a part-time basis. The anticipated budget for a contract would be approximately \$30,000, which is within the District Manager’s approval authority.

**Work Program Analysis:**

The PIO is currently working part-time until prior commitments are concluded. Even as a full-time employee, Staff anticipated and budgeted some funding for outside resources to assist the PIO in the development and execution of outreach and communication work.

**Background:**

Prior to the TTD Board approving an internal PIO position, TTD utilized outside contract services. Staff had utilized the consultants' expertise to create teams for various public relations purposes. In the years when project funding levels were sufficient, TTD had consultant teams who took a campaign-style approach to implement public relation (PR) needs, including community outreach, marketing materials, polling, open houses, and more. The consultant teams brought new perspectives, ideas, and strategies based on their experience working with various organizations, as well as the fact that some specialized in PR, some in marketing, and some in a campaign approach to audience-based communication. Due to available funding sources, this approach was focused only on capital projects

Several years ago, with some available transit funding, a PR contract was let with limited success as a result of challenges related to time constraints due to funding and the time and attention needed to develop and implement effective messaging and outreach. Staff

TW/ja

AGENDA ITEM: III.B.

recommended shifting that financial resource internally and establishing a PIO position, which has been completed.

Other applicants interviewed for the PIO position were also private sector consultants exploring the idea of becoming TTD's PIO and that led to some valuable discoveries of potential resources that could help the PIO. Such resources could be drawn upon to help launch and provide periodic support for the implementation of TTD's outreach plan.

**Discussion:**

Staff is seeking feedback from the RPCC regarding hiring a consultant that can assist the organization by providing new insights into current strategies, identifying areas for improvement, and helping to draft a strategic communications plan resembling a political-style campaign approach, with the primary objective to establish clear goals and identify feasible actions to achieve short-term and mid-term objectives and address transit needs and build understanding and support for the agency's work.

The proposed scope of work would include:

- Communication Landscape Audit & Stakeholder Mapping
- A Strategic Plan for Board approval and launch at the February Board meeting, at the earliest.

The PIO would oversee the selected PR/Marketing consultant. This structure will allow for better coordination between the consultants and TTD's internal team, ensuring that all efforts are aligned with the organization's goals and objectives. Staff anticipates that this approach of utilizing a consultant will continue to prove effective in achieving the desired outcomes of its projects.

In addition, the Plan will also address any potential challenges or roadblocks during implementation and describe how those challenges will be addressed. With a clear and comprehensive strategy, TTD staff will be better positioned to achieve its objectives.

**Additional Information:**

If you have any questions or comments regarding this item, please contact Tiara Wasner at (775) 589-5504 or [Twasner@tahoetransportation.org](mailto:Twasner@tahoetransportation.org).

**Attachment:**

- A. Communications Plan – Draft Outline



# Draft Communications Plan

## I. Introduction

### **Mission Statement**

The role of the Tahoe Transportation District (TTD) is to facilitate safe, sustainable, and accessible transportation solutions for the Lake Tahoe Basin. TTD is committed to implementing environmentally positive, multi-modal transportation plans, programs, and projects that meet the diverse needs of the community. TTD strives to enhance the quality of life for residents and visitors alike by providing convenient and reliable transit services, as well as by owning and operating public transportation systems and parking facilities. TTD is dedicated to promoting the economic vitality and environmental health of the Tahoe region while always prioritizing the safety and well-being of our passengers and employees.

### **Key Messages/Project Pitches**

- **Incline Village Mobility Hub**
- **US 50 South Shore Project**
- **Cross Lake Passenger Ferry**
- **Transit**

### **The Goal of TTD's Communications Plan**

A communications plan is essential for TTD, because it allows for clear and effective communication with the community and stakeholders. A well-crafted plan can build trust, encourage transparency, and promote understanding of TTD's goals and initiatives. It can also aid in crisis management and ensure that critical information is disseminated in a timely and accurate manner. Effective communication is essential for the success of any organization and TTD is committed to maintaining open lines of communication with all those who rely on our services.

## II. Target Audience

Identifying key project stakeholders is crucial for TTD. It helps to ensure TTD is aware of the needs and concerns of the various groups that it serves. By understanding stakeholders' perspectives, TTD can develop more effective strategies and communication plans. It is essential to engage with each of these groups meaningfully to build trust and foster positive relationships. TTD is committed to working collaboratively with all stakeholders to achieve our shared goals.



Key stakeholders include, but are not limited to:

- residents
- business owners
- tourists
- government officials
- environmental agencies/groups

- Understanding their needs and expectations
- Tailoring messaging and communication channels

### III. Communication Goals

- Clear definition of objectives
- Establishing key project messaging themes
- Prioritizing communication goals
  - Building a network of communication partners
  - Developing media contacts and relationships

### IV. Communication Channels

When identifying appropriate communication channels, it is important to consider various methods such as websites, e-blasts, social media, and project partners. By utilizing these different channels, TTD can effectively reach out to its stakeholders and keep them informed of the latest developments and initiatives. Communication is key to building trust and fostering positive relationships with all stakeholders and TTD is committed to using all available channels to achieve this goal.

- Social media strategy

Establish a consistent posting schedule and monitor and respond to comments and messages promptly. By using social media to communicate with stakeholders, TTD can build a solid online presence and foster positive relationships with its audience.

- Facebook
- Instagram
- LinkedIn
- Twitter (X)

- Maintain website and publish timely updates

- It is essential to maintain our website and publish timely updates. This includes ensuring that all content is accurate, up-to-date, and relevant to our audience's interests and needs. By keeping the website current and informative, TTD can better engage with its audience and build stronger relationships with them over time. TTD will also be able to more effectively promote projects, initiatives, and meetings to encourage greater participation and engagement.





- Create a quarterly email newsletter
  - The newsletter should provide valuable information and updates about TTD's programs and initiatives, as well as highlight any upcoming events or opportunities for engagement. It is also essential to design the newsletter in a visually appealing and user-friendly format, with clear calls to action and links to additional resources.

Finally, TTD should track the performance of channels over time and make adjustments as needed to ensure it continues to meet the needs and interests of its audience.

## V. Crisis Communication

- Plan for potential crises
- Developing messaging and communication channels in case of emergency

## VI. Implementation

- Assigning roles and responsibilities
- Developing a timeline
- Establishing a budget

## VII. Evaluation

- Developing metrics to evaluate success
- Analyzing results
- Making necessary adjustments

## VIII. On-going

- Future considerations for maintaining and updating the plan.





MEMORANDUM

Date: February 1, 2024

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

From: TTD Staff

Subject: Nominate and Elect a Chairperson for the Regional Partnerships and Communication Committee

**Action Requested:**

It is requested the Committee nominate and elect a chairperson for the Regional Partnerships and Communication Committee to replace current Chair Chapman.

**Fiscal Analysis:**

Administrative time and expenses are budgeted in the General Fund.

**Work Program Analysis:**

Staff time is budgeted in the work program for Board and committee work.

**Background:**

The final facilitated work session conducted by Zephyr Collaboration was held at the October 22, 2021 Board special meeting. The outcomes of the session concluded with affirmation of focusing on the work in the current work program, the idea of adapting the existing finance committee role, creating two additional committees, and developing transition steps to add a Deputy District Manager and sustained revenue. In addition, it was proposed the committees develop their timelines, goals, and workplans by February 2022.

The Finance and Personnel Committee, the Program Implementation Committee, and the Regional Partnerships and Communication Committee were formally established at the November 3, 2021 Board meeting.

Andy Chapman was nominated as Chair at the Committee's December 10, 2021 meeting.

**Discussion:**

This item is the formal process to nominate and select a Chairperson for the Regional Partnerships and Communication Committee. The role of the Chair will be to lead the meetings, confer with Staff and the TTD Board Chair on agenda preparation and topics, and to report on committee activities to the full Board.

**Attachment:**

- A. Policy 4.0 – Board and Committee Meetings

## 4.0 BOARD AND COMMITTEE MEETINGS

### 4.1 DATE AND TIME OF MEETINGS

4.1.1 Regular Meetings. Regular meetings of the Board shall be held on the first Wednesday of February, April, June, August, October and December at 3:00 p.m. or as adopted by Resolution of the Board. The location of regular meetings shall, to the extent practicable, alternate monthly between the North Shore and the South Shore.

4.1.2 Special and Emergency Meetings. Special and emergency meetings of the Board may be called at any time by the District Manager, the Chair, or by the Board.

4.1.3 Committee Meetings. Meetings of committees shall, to the extent practicable, be held prior to meetings of the Board as determined by the District Manager.

### 4.2 OPEN MEETING LAW

All meetings of the Board and committees shall be open to the public to the extent required by the laws of the State of California or the State of Nevada, whichever imposes the greater requirement applicable to local governments at the time such meeting is held, as determined by Legal Counsel.

### 4.3 AGENDAS

4.3.1 Preparation. The District Manager and Chair(s) shall prepare an agenda for meetings of the Board and committees.

4.3.2 Director Requests for Action Items. Any Director may request that a matter be placed on the agenda for a regular or special meeting.

4.3.3 Consent Calendar. Items expected to be routine and non-controversial shall be placed on a consent calendar in the agenda. A vote to approve the consent calendar shall apply to each action item listed as though the item had been acted upon individually. Upon a request from a Director or Staff, items may be withdrawn from the consent calendar by motion to be considered and voted on individually in the regular manner.

4.3.4 Posting and Distribution. The agenda will be posted on the District's website and at locations selected by Staff, and will be distributed to Directors and members of the public, along with a packet of supporting documents and information.

### 4.4 BOARD PACKETS

The Secretary of the Board shall prepare a packet of supporting documents and information for each agenda, which shall be distributed electronically to Directors and to members of the public who have requested those materials. Hard copies of the packet shall be made available at meetings as required by the open meeting law.



## 4.5 RULES OF ORDER FOR BOARD AND COMMITTEE MEETINGS

4.5.1 General. These rules of order are intended to be informal and applied flexibly. The Board prefers a flexible form of meeting, and therefore, does not conduct its meetings under formalized rules such as Robert's Rules of Order. No action shall be invalidated or otherwise affected by any failure to technically comply with these rules.

4.5.2 Chair. Meetings shall be presided over by the Chair. In the absence of the Chair, the Vice-Chair shall carry out the duties of the Chair. In the absence of the Chair and the Vice-Chair, the remaining Directors shall, by consensus, designate a member to carry out the duties of the Chair.

4.5.3 Order of Business. The order of business shall be set forth in the agenda, but may be amended by a motion to change the order of business.

4.5.4 Obtaining the Floor. Any Director desiring to speak should address the Chair and, upon recognition by the Chair, may address the subject under discussion.

4.5.5 Motions. Any Director, including the Chair, may make or second a motion. A motion shall be brought and considered as follows:

- A. A Director makes a motion;
- B. Another Director seconds the motion;
- C. The Chair states the motion for consideration;
- D. The Board votes on the action.

4.5.6 Secondary Motions. A secondary motion concerning a main motion may be brought and considered before the Board votes on the main motion.

- A. Motion to Amend. An amended motion amends a motion under consideration. An amended motion requires a second, is not amendable and is debatable. An amended motion must be compatible with the underlying purpose of the motion under consideration; and if passed, the amended motion will, by its own action, eliminate the necessity to vote on the original motion being amended. If the amended motion fails to pass, debate will resume on the motion previously being considered.
- B. Motion to Table. A main motion may be indefinitely tabled before it is voted on by a motion to table.
- C. Motion to Postpone. A main motion may be postponed to a certain time by a motion to postpone.
- D. Motion to Refer to Committee. A main motion may be referred to a committee for further study and recommendation by a motion to refer to committee.
- E. Motion to Close Debate and Vote Immediately. Any Director may make a motion to close debate and immediately vote on a main motion.
- F. Motion to Continue. A meeting or an item on the agenda may be continued to a later date by a motion to continue.

4.5.7 Decorum. The Chair shall take whatever actions are necessary and appropriate to preserve order and decorum during meetings. The Chair may eject any person or persons making remarks which impede the Board's ability to conduct business, refusing to abide by a request from the Chair, or otherwise disrupting the meeting.



4.5.8 Amendment. By motion made, seconded and approved by the Board, the Board may at its discretion temporarily suspend these rules in whole or in part, and/or amend these rules in whole or in part.

#### 4.6 DIRECTION TO STAFF

4.6.1 Direction. The Board may give directions to Staff and consultants as informal action that does not require formal procedural process. However, informal action shall only occur regarding matters that appear on the agenda.

- A. The Chair shall determine by consensus the direction to be given and shall make a statement of the direction for clarification.
- B. If a Director challenges the statement of the Chair, a vote may be requested to take formal action.

#### 4.7 PUBLIC COMMENT

4.7.1 Comment Periods. At each meeting, there shall be a period for public comment on each action item included on the agenda and a period for general public comment on any matter of interest to the public that is within the jurisdiction of the District and not included on the agenda. If a speaker comments on an agenda item during the period for general public comment, that speaker may not comment again during the period for public comment on the action item unless specifically requested by a Director.

##### 4.7.2 Procedure.

- A. The Chair may establish a time limit for the entire public comment period and for individual speakers, as authorized by law.
- B. Each speaker will be asked to first state his or her name and identify the subject or subjects upon which he or she intends to comment.
- C. Unless the matter is an action item on the agenda, the Board shall not discuss or take action on the matter.

4.7.3 Response. At the close of the public comments, the Chair may ask Staff to briefly respond to the public comments.

4.7.4 Written Comments. All written comments received from the public in electronic or hard copies shall be retained as part of the record and attached to the minutes for the meeting.

#### 4.8 PUBLIC HEARINGS

4.8.1 Time. Matters noticed for public hearing shall commence at the time specified in the notice of public hearing, if so specified, or as soon thereafter as is reasonably practicable.

##### 4.8.2 Interested Persons.

- A. Any persons interested in the matter shall be entitled to submit written materials or comments and those materials shall be retained as part of the record.
- B. Any persons interested in the matter shall be entitled to speak at the public hearing.
- C. Any persons desiring to speak at the public hearing shall be asked to place their full name on a sign-in sheet.



#### 4.8.3 Procedure.

- A. The Chair shall open the public hearing and may establish a time limit for the entire hearing and for individual speakers, as authorized by law.
- B. Speakers shall direct all comments to the Board and not pose questions to individual Directors or Staff. Debate and argument among the speakers, the audience, the Board or Staff shall not be allowed.
- C. Directors or Staff may pose questions to speakers or to each other during the public hearing, but should be mindful that the purpose of the hearing is to obtain testimony and not to debate or argue the merits of the matter.
- D. The Chair shall close the public hearing and no further testimony shall be solicited or received without reopening the public hearing.

### 4.9 CLOSED SESSIONS

4.9.1 The Board and committees may hold closed sessions during a meeting, or at any other time authorized by law, to consider or hear any matter which is authorized by California and/or Nevada law, as applicable, to be heard or considered in closed session.

4.9.2 During closed sessions, the Board or committee may exclude any person that the Board is authorized by law to exclude.

4.9.3 Any reports out of any closed session, including any action taken, shall be announced in public session following the closed session as required by California and/or Nevada law, as applicable.

### 4.10 MINUTES

4.10.1 Written Minutes. The Secretary shall keep written minutes including information set forth in section 12.4, below, of all meetings of the Board and committees. Copies of the draft written minutes shall be distributed to Directors and committee members as part of the supporting documents and information for its next regular meeting, at which time the Board or committee will consider approving the minutes as presented or with modification. The approved committee minutes will be included in the supporting documents and information for the next regular Board meeting.

4.10.2 Minute Order Motions. Motions shall be recorded in the minutes as having passed or failed and individual votes will be recorded.

4.10.3 Resolutions and Ordinances. All resolutions and ordinances adopted by the Board shall be numbered consecutively, starting new at the beginning of each calendar year.

4.10.4 Contents of Minutes. In addition to other information specifically requested by the Board, the following information shall be included in the minutes, if relevant:

- A. Date, place and type of each meeting;
- B. Roll call and determination of quorum;
- C. Directors or committee members present and absent by name;
- D. Administrative staff present by name;
- E. Call to order;
- F. Approval of agenda;
- G. Approval of the minutes or modified minutes of preceding meetings;
- H. Record of the vote on every action item;
- I. Summary of the deliberation for each action item;



- J. Summary of public comment on each action item and the names of the speakers;
- K. Summary record of staff reports;
- L. Summary of public comment regarding matters not on the agenda and the names of the speakers;
- M. Resolutions described as to their substantive content, whether they passed or failed, the individual votes recorded, and sequential numbering;
- N. Record of all contracts and agreements, and any amendments, approved;
- O. Approval of the annual budget;
- P. Approval of any purchases or dispositions of District assets;
- Q. Results of closed session action;
- R. Time of meeting's adjournment.

4.10.5 Audio Recordings. Unless directed otherwise, the Secretary will make audio recordings of all meetings of the Board and committees. Members of the public may inspect the recordings without charge by requesting a copy of the recording from the Secretary.

