

TAHOE TRANSPORTATION DISTRICT (TTD)

FINANCE AND PERSONNEL COMMITTEE

Meeting Agenda

Tahoe Regional Planning Agency
128 Market Street
Stateline, NV

April 3, 2024
2:00 p.m.

The Tahoe Transportation District Finance and Personnel Committee meeting will be physically open to the public at the Tahoe Regional Planning Agency, Stateline, NV. 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: Lori Bagwell-Chair, Alexis Hill, Brooke Laine, Nick Speal, Raymond Suarez

To register for the TTD Committee and Board Meetings, go to:
<https://attendee.gotowebinar.com/register/5941503988765173598>

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 location will also be available for participation by teleconference:

229 W Loop 121
Belton, Texas 76513

Members of the public may observe the meeting and submit comments in person at the above locations or via GoToWebinar. Members of the public may also provide public comment by sending comments to the Clerk to the Board by email at jallen@tahoetransportation.org. Please note which agenda item the comment pertains to. Comments will be distributed at the meeting and attached to the minutes of the meeting. 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 GENERAL MATTERS

- A. Roll Call and Determination of Quorum
- B. *For Possible Action:* Approval of Agenda for April 3, 2024
- C. *For Possible Action:* Approval of Minutes of February 7, 2024

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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> Review and Recommend Acceptance of the District’s Financial Statement of Operations for the First Seven Months of Fiscal Year 2024 Through January 31, 2024 to the TTD Board of Directors (<i>Board Agenda Item VIII.A., Page #9</i>)	4
B. <i>For Possible Action:</i> Recommend the TTD Board of Directors Authorize the District Manager to Negotiate and Execute a Contract for the Purchase of One Four-Wheel Drive Toyota Tundra Hybrid and Associated Modifications and Equipment Not to Exceed \$78,000 (<i>Board Agenda Item VIII.C., Page #209</i>)	21
C. <i>For Possible Action:</i> Review, Discussion, and Recommend Approval of the Fiscal Year 2025 Proposed Budget and Work Program (<i>Board Agenda Item IX.B., Page #235</i>)	38

IV. PUBLIC INTEREST COMMENTS

V. 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, all teleconference locations listed above, and on the TTD website: www.tahoetransportation.org.

For those individuals with a disability who require a modification or accommodation in order to participate in the public meeting, please contact Judi Allen at (775) 589-5502 or jallen@tahoetransportation.org.

Nevada Open Meeting Law Compliance

Written notice of this meeting has been given at least three working days before the meeting by posting a copy of this agenda at the principal office of the Board and at three other separate, prominent places within the jurisdiction of the Board not later than 9 a.m. of the third working day before the meeting.

Written notice of this meeting has been given by providing a copy of this agenda to any person who has requested notice of the meetings of the Board. Such notice was delivered to the postal service used by the Board not later than 9 a.m. of the third working day before the meeting for transmittal to the requester by regular mail, or if feasible for the Board and the requester has agreed to receive the public notice by electronic mail, transmitted to the requester by electronic mail sent not later than 9 a.m. of the third working day before the meeting.

Supporting materials were provided to any person requesting such materials and were made available to the requester at the time the material was provided to the members of the Board or, if provided to the members of the Board at the meeting, were made available to the requester at the meeting and are available on the TTD website: www.tahoetransportation.org. Please send requests for copies of supporting materials to Judi Allen at (775) 589-5502 or jallen@tahoetransportation.org.

**TAHOE TRANSPORTATION DISTRICT
FINANCE AND PERSONNEL COMMITTEE MEETING MINUTES
February 7, 2024**

Committee Members in Attendance:

Lori Bagwell, Carson City
Alexis Hill, Washoe County
Raymond Suarez, SS-TMA

Committee Members Absent:

Kyle Davis, NV Governor Appointee (no longer on TTD Board)

Others in Attendance:

Carl Hasty, Tahoe Transportation District
Joanie Schmitt, Tahoe Transportation District
Jim Marino, Tahoe Transportation District
George Fink, Tahoe Transportation District
Judi Allen, Tahoe Transportation District
Tara Styer, Tahoe Transportation District
Shanna Greathouse, 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 Ms. Bagwell at 2:00 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 February 7, 2024

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

C. Approval of Minutes for December 6, 2023

Motion/second by Ms. Hill/Mr. Suarez to approve the Committee minutes. The motion passed unanimously.

II. PUBLIC INTEREST COMMENTS

No public interest comments were made.

III. DISCUSSION ITEMS

A. Review and Recommend Acceptance of the District's Financial Statement of Operations for the First Five Months of Fiscal Year 2024 Through November 30, 2023

Ms. Schmitt reviewed this item. Ms. Bagwell asked if there were any areas of concern. Ms. Schmitt stated she has no causes for worry.

Action Requested: For Possible Action

Mr. Suarez moved to recommend acceptance of the District's Financial Statement of Operations for the first five months of fiscal year 2024 through

November 30, 2023. Ms. Hill seconded the motion. The motion passed unanimously.

- B. Review and Recommend Acceptance of TTD's Revised Fiscal Year 2022-23 Annual Comprehensive Financial Report and Review Responses to Questions Brought up During the Original Presentation to the Board at the December 4 Meeting

Ms. Schmitt reviewed this item. Mr. Suarez asked if staff applied to the GFOA annually. Ms. Schmitt stated yes.

Action Requested: For Possible Action

Mr. Suarez moved to recommend the Board accept TTD's revised fiscal year 2022-23 Annual Comprehensive Financial Report. Ms. Hill seconded the motion. The motion passed unanimously.

- C. Recommendation of Approval of Budget Amendment Number II for Fiscal Year 2024 to the TTD Board of Directors

Ms. Schmitt reviewed this item.

Action Requested: For Possible Action

Ms. Hill moved to recommend the Board approve budget amendment number II for fiscal year 2024. Mr. Suarez seconded the motion. The motion passed unanimously.

- D. Recommend the TTD Board of Directors Authorize Issuance of a Contract Award to Wood Rodgers, Inc. for Planning and Engineering Services for the State Route 28 Central Corridor Chimney Beach to Secret Harbor Parking, Transit, Trail, and Safety Improvements Project and Authorize the Deputy District Manager to Execute an Agreement in an Amount Not to Exceed \$1,844,274

Mr. Marino reviewed this item.

Action Requested: For Possible Action

Mr. Suarez moved to recommend the Board authorize issuance of a contract award to Wood Rodgers, Inc. for planning and engineering services for the State Route 28 Central Corridor Chimney Beach to Secret Harbor Parking, Transit, Trail, and Safety Improvements Project and authorize the Deputy District Manager to execute an agreement in an amount not to exceed \$1,844,274. Ms. Hill seconded the motion. The motion passed unanimously.

- E. Recommend the TTD Board Authorize Issuance of a Contract Award to Wood Rodgers, Inc. for Planning and Engineering Services for the Spooner Summit Aquatic Invasive Species and Mobility Hub Project and Authorize the Deputy District Manager to Execute an Agreement in an Amount Not to Exceed \$80,000

Mr. Marino reviewed this item.

Action Requested: For Possible Action

Mr. Suarez moved to recommend the Board authorize issuance of a contract award to Wood Rodgers, Inc. for planning and engineering services for the Spooner Summit Aquatic Invasive Species and Mobility Hub Project and authorize the Deputy District Manager to execute an agreement in an amount not to exceed \$80,000. Ms. Hill seconded the motion. The motion passed unanimously.

- F. Recommend the TTD Board of Directors Authorize the District Manager to Finalize and Execute a Three-Year Plus Two One-Year Options Agreement with GMV Synchronomatics Corporation in an Amount Not to Exceed \$259,525
Mr. Fink reviewed this item.

Action Requested: For Possible Action

Ms. Hill moved to recommend the Board authorize the District Manager to finalize and execute a three-year plus two one-year options agreement with GMV Synchronomatics Corporation in an amount not to exceed \$259,525. Mr. Suarez seconded the motion. The motion passed unanimously.

IV. PUBLIC INTEREST COMMENTS

No public interest comments were made.

V. ADJOURNMENT

The meeting was adjourned at 2:42 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: March 27, 2024

To: Tahoe Transportation District (TTD) Finance and Personnel Committee

From: TTD Staff – Joanie Schmitt, CFO

Subject: Review and Recommend Acceptance of the District's Financial Statement of Operations for the First Seven Months of Fiscal Year 2024 Through January 31, 2024 to the TTD Board of Directors

Action Requested:

It is requested the Committee review and recommend acceptance of the Financial Statement of Operations for the first seven months of fiscal year 2024 (FY24) ending January 31, 2024 to the TTD Board of Directors.

Fiscal Analysis:

TTD is reporting increases to the overall FY24 fund balances through January 31, 2024, of \$230,628 in the General Fund, \$2,034 in the Capital Improvement Program (CIP) Fund, \$1,996,314 in the Transit Operations (TO) Fund, and \$34,210 in the Parking Systems (PS) Fund.

Background:

Staff has completed analyzing financial information for the first seven months of FY24, ended January 31, 2024. The presentation of the financial information will highlight December and January activity and continues to detail TTD's funds: General, CIP, TO, and PS. (Attachment A.)

Discussion:

General Fund –

Overall, the District ended with an increase of \$66,712 for December and January activity. The increase can be summarized as follows:

District Operations Revenues

State of Nevada	\$55,000
Local Revenues	\$30,517
Rental Car Mitigation Fees (RCMF)	\$11,821
Administrative Fees	\$807
Contributions	\$21,499
Miscellaneous	\$0
Interest	<u>\$2,737</u>

Total Revenues **\$122,381**

District Operations Expenses

Personnel	\$100,454
Admin Support (ICAP)	(\$93,898)
Insurance	\$4,583
Rent, incl. Utilities	\$7,635
Telephone	\$2,483
Professional Services	\$3,038
Dues, Subscriptions, Fees	\$3,382
Supplies	\$3,069
Transfer - Grant Match	\$325
Legal Fees	\$2,067
N. Shore Transit Mgmt.	\$20,000
Other	<u>\$2,531</u>

Total Expenses **\$55,669**

Local Revenues totaling \$30,517 consist of \$8,334 received from Douglas County; \$21,350 from Washoe County, including \$15,100 advanced to TTD in support of hiring the Deputy District Manager; and \$833 from Carson City. Placer County's annual amount of \$52,500, along with El Dorado County's annual amount of \$15,000, will be invoiced during the second half of FY24.

TTD recorded an annual contribution of \$20,000 to Truckee North Tahoe Transportation Management Association for support of North Shore transit management in January.

The net result increased the General Fund's overall fund balance to \$1,116,370, which is \$230,628 more than at the start of the fiscal year.

CIP Fund –

December and January activity ended in an increase of \$474, resulting from interest of \$495 earned on project advances, less bank fees of \$21. Below is a brief recap of December and January activity for the CIP Fund.

<u>Funding Source</u>	<u>Expenditures</u>	<u>Grant Balance</u>
Caltrans		
Congestion Mitigation Air Quality (CMAQ)	\$1,241	\$517,899
Federal Transit Administration		
FTA 5339 (NDOT Planning)	\$0	\$74,281
TDA STA Reserve (Match)	\$0	\$18,570
FTA 5339 (NDOT Bus Purchases)	\$0	\$0
TDA LTF Reserve (Match)	\$0	\$0
TDA STA Reserve (Match)	\$432	\$0
FTA 5339 (FY17)	\$0	\$24,519
FTA 5339 (FY18)	\$0	\$0
FTA 5339 (FY19)	\$0	\$167,969
TDA LTF (FY24)	\$0	\$0
FTA 5339 (FY20 & FY21)	\$15,808	\$123,704
TDA LTF Reserve (Phoenix Bus Purchase)	\$0	\$400,000
FTA 5339C (FY18)	\$0	\$694,184
FTA 5310 (FY17 & 19)	\$0	\$35,187
US DOT		
SMART	\$75,596	\$1,401,860
US Fish & Wildlife Service		
Spooner Mobility Hub	\$4,868	\$183,112
JS/ja		

AGENDA ITEM: VIII.A.
FPC AGENDA ITEM: III.A.

NDOT		
Recreational Travel Phase II	\$4,762	\$149,332
General Fund (Match)	\$251	\$7,859
TAP – SR 28 North Parking Lots	\$18,916	\$1,140,012
Washoe County Bond Sale (Match)	\$996	\$354,232
Surface Transportation Block Grant (STBG)		
Caltrans – US 50	\$13,498	\$1,849,479
NDOT – Incline Mobility Hub Concept Study	\$18,944	\$39,657
TDA LTF Reserve (Match)	\$997	\$2,087
NDOT – Facility Plan	\$107,869	\$451,852
Douglas County (Match)	\$5,677	\$23,748
NDOT – Central Corridor (Chimney)	\$8,066	\$2,313,860
Tahoe Fund (Match)	\$389	\$8,028
Highway Infrastructure Program (HIP)		
Caltrans – US 50	\$0	\$470,655
California Office of Emergency Services		
CTC (Match)	\$6,589	\$57,365
General Fund (Match)	\$2,196	\$19,122
California Sustainable Planning (ZEB)	\$74	\$366
TDA LTF Reserve (Match)	\$1,981	\$304,112
Bank Fees	\$257	\$39,401
	<u>\$22</u>	
Total Expenditures	\$289,429	

The CIP fund purchased a utility trailer totaling \$15,808 using FTA 5339 FY20 and FY21 funds. The trailer was transferred to the Transit Operations Fund “Fixed Assets” and will be depreciated over five years.

The net December and January activity resulted in increasing CIP’s overall fund balance to \$5,327, which is \$2,034 (interest net bank fees) more than at the start of the fiscal year.

Transit Fund -

Overall, the District ended with a decrease of \$19,779 for December and January activity. The decrease can be summarized as follows:

<u>Revenue Detail</u>	<u>Operations</u>
FTA	
5307	\$613,478
5311	\$291,260
5310	\$0
Transportation Development Act (TDA)	\$437,318
Low Carbon Transit Operations Program	\$0
Nevada State Parks	\$0
El Dorado County	\$0
Solar Renewable Energy Credits	\$1,838
Hybrid Voucher Incentive Program	\$90,000
Miscellaneous	\$334
Sale of Fixed Asset (Scrap)	\$0
Insurance Claims	\$1,118
Interest	<u>\$6,541</u>
Total Revenues	\$1,441,887

JS/ja

AGENDA ITEM: VIII.A.
FPC AGENDA ITEM: III.A.

Operations

Expense Detail

Personnel	\$971,069
Fuel/Fuel Tax	\$47,481
Insurance	\$36,212
Repairs/Maintenance	\$38,518
Professional Services/Contracts	\$60,673
Facility Rent/Utilities/Phone	\$64,737
Supplies	\$10,636
Dues, Subscriptions, Member Fees	\$15,861
ICAP	\$90,174
Transfer - Grant Match	\$1,686
Depreciation/Amortization/Warranty	\$133,969
Advertising/Outreach	\$773
Equipment under \$5K	\$0
Capital Outlay	(\$15,808)
Other Expenses	<u>\$5,685</u>
Total Expenses	\$1,461,666

Increase/(Decrease) (\$19,779)

As mentioned earlier, TTD’s CIP Fund transferred a utility trailer totaling \$15,808 to the Transit Operations Fund “Fixed Assets”.

The Transit Operations Fund received \$90,000 from Calstart for the Hybrid Voucher Incentive Program. TTD purchased two overhead chargers and one pedestal charger from Proterra in FY22 that qualified for the program. The funds were used as farebox replacement and taken off the December balance of transit operational expenses prior to allocating costs between rural (5311) and urban (5307) programs.

The net result increased Transit’s overall fund balance for the year to \$12,678,246, which is \$1,996,314 more than at the start of the fiscal year.

Parking System (PS) Fund-

The Parking System Fund experienced a decrease of \$240,024 for December and January activity. The recap is as follows:

<u>Parking Systems Revenues</u>		<u>Parking Systems Expenses</u>	
Parking Meters	\$1,133	Personnel	\$3,337
Parking Event Fees	\$0	Contracts	\$234,922
Parking Non-Compliance	\$1,620	Professional Services	\$4,154
Interest	<u>\$1,992</u>	Subscriptions, Dues	\$60
		Telephone	\$166
		Admin Fees	\$807
		Bank/Credit Card Fees	\$1,323
		Supplies	\$0
		Other	<u>\$0</u>
Total Revenue	\$4,745	Total Expenses	\$244,769

JS/ja

AGENDA ITEM: VIII.A.
FPC AGENDA ITEM: III.A.

The decrease was expected as Washoe County slurry sealed the bike path earlier in the fall and submitted an invoice for reimbursement in December. Staff are working with Nevada State Parks to submit their invoice for expenses incurred during the first half of FY24.

Year-to-date revenues and expenses between Parking Systems Operations and Parking Systems Non-Compliance are provided in the PS Financial Statement.

The net result increased Parking System's overall fund balance for the year to \$743,664, which is \$34,210 more than at the start of the fiscal year.

Balance Sheet-

The detailed balance sheet as of January 31, 2024, is included in Attachment A.

The capital asset balance, net of depreciation and amortization, includes \$8,113,392 in Transit funds, \$0 in the Government-wide funds, and \$0 in the Parking System funds of federalized/state obligations. Should the District choose to liquidate a federalized/state asset, permission from the governmental agency is required and their obligation takes priority.

Cash Flows –

Staff has included FY24 cash flows for the governmental funds (General and CIP), along with the enterprise funds (TO and PS) in Attachment B.

Updated Grant Status Report -

Staff has updated the Grant Requests/Awards/Closeouts (Attachment C).

Additional Information:

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

Attachments:

- A. January Financial Statement
- B. FY24 Cash Flow
- C. Updated Grant Status Report

**Tahoe Transportation District
Balance Sheet
As of January 31, 2024**

	TOTAL	General	CIP	Transit	PS	GFA
ASSETS						
Cash & Equivalents	4,726,070	1,168,054	(82,579)	2,659,470	981,126	0
Accounts Receivable	2,524,046	24,321	321,119	2,178,309	298	
Prepays	379,635	97,635	968	280,875	157	
Inventory	377,823			377,823		
*Capital Assets, Net Depreciation and Amortization	8,507,822			8,507,822		
TOTAL ASSETS	16,515,397	1,290,009	239,507	14,004,300	981,581	0
LIABILITIES						
Accounts Payable	470,925	10,098	96,825	126,086	237,916	
Deferred Revenues	1,204,541	163,541	137,355	903,645		
Nevada State Bank - LOC						
Subscriptions Payable	99,593			99,593		
Insurance Payable	73,632			73,632		
EE Compensated Absences	122,718			122,718		32,008
Accrued Interest Payable	380			380		
TOTAL LIABILITIES	1,971,788	173,639	234,179	1,326,054	237,916	32,008
NET POSITION						
Invested in Capital Assets	6,502,700			6,502,700		
Restricted	1,458,391			1,458,391		
Unrestricted	4,246,917	816,622		2,720,841	709,454	(36,218)
Assigned	72,413	69,120	3,293			
SUB TOTAL NET POSITION BALANCES	12,280,422	885,742	3,293	10,681,932	709,454	(36,218)
FY 24 Increase/(Decrease) to Fund Balance	2,263,187	230,628	2,034	1,996,314	34,210	4,210
TOTAL NET POSITION	14,543,609	1,116,370	5,327	12,678,246	743,664	(32,008)
TOTAL LIABILITIES & NET POSITION	16,515,397	1,290,009	239,507	14,004,300	981,581	0

* The fixed asset and land balances, net of depreciation/ amortization, include \$8,113,392 in transit funds, \$0 in the governmental-wide fund account and \$0 in parking system funds of federalized / state obligations. Should the District choose to liquidate a federalized asset, permission from the governmental agency is required and their obligation takes priority.

JS/ja

**Tahoe Transportation District
Statement of Operations
July 1, 2023 through January 31, 2024**

	TOTAL	General	CIP	Transit	PS	GFA
Revenues						
Federal Grants	5,712,078	0	2,471,791	3,240,287	0	0
State Funding	1,669,417	192,500	56,648	1,420,269		
Contributions	22,375	21,499	876			
Local Revenues	69,059	69,059				
General Revenues	45,560	500		45,059		
Charges for Services	449,197	86,332		(558)	363,423	
Special Items	51,147	8,493	2,100	32,371	8,183	
Pass-Through Revenue						
TOTAL REVENUES	8,018,833	378,382	2,531,415	4,737,429	371,606	0
Expenses						
Personnel	2,987,170	265,490	72,712	2,610,728	38,240	0
Personnel - Compensated Absences	24,043			24,043		(4,210)
Contracts	612,288		374,105		238,182	
Fuel	178,251			178,251		
Depreciation, Amortization, Warranty	421,322			421,322		
Other Operating	1,433,839	150,751	67,239	1,154,876	60,973	
ICAP - 10%		(269,523)	8,269	261,254		
Capital Outlay	96,970			96,970		
Interest	1,763		432	1,331		
Other Funding Sources		1,037	2,006,622	(2,007,659)		
Pass-Through Expenses						
TOTAL EXPENSES	5,755,646	147,754	2,529,381	2,741,115	337,396	(4,210)
FY 24 Increase / (Decrease) to Fund Balance	2,263,187	230,628	2,034	1,996,314	34,210	4,210

JS/ja

**Tahoe Transportation District
General Fund
Statement of Operations
July 1, 2023 through January 31, 2024**

	General Fund Activity					Actual vs Budget			Program YTD District Ops
	1st Qtr	Oct - Nov	Dec	Jan	Dec & Jan	YEAR TO DATE	Board Approved		
							Budget	Var %	
Revenues									
General Revenues									
State Revenue - NV	82,500	55,000	27,500	27,500	55,000	192,500	330,000	58.33%	192,500
Local Revenues	21,875	16,667	22,808	7,709	30,517	69,059	190,100	36.33%	69,059
Contributions				21,499	21,499	21,499	21,500	99.99%	21,499
Miscellaneous	500					500	500	-100.00%	500
Total General Revenues	104,875	71,667	50,308	56,708	107,016	283,558	542,100	52.31%	283,558
Charges for Services									
Administrative Fees	27,689	7,846	763	44	807	36,342	50,430	72.06%	36,342
Rental Car Mitigation Fees	32,097	6,072	8,631	3,190	11,821	49,989	85,000	58.81%	49,989
Total Charges for Services	59,786	13,918	9,394	3,234	12,627	86,332	135,430	63.75%	86,332
Special Items									
Sale of Fixed Assets									
Interest Revenue	2,732	3,023	1,095	1,643	2,738	8,493	10,000	84.93%	8,493
Total Special Revenues	2,732	3,023	1,095	1,643	2,738	8,493	10,000	84.93%	8,493
TOTAL REVENUES	167,392	88,609	60,797	61,584	122,381	378,382	687,530	55.04%	378,382
Expenses									
Operating									
Personnel	93,515	71,520	53,376	47,078	100,454	265,490	496,568	53.46%	265,490
Admin Support	(101,388)	(74,238)	(53,088)	(40,809)	(93,898)	(269,523)	(470,154)	57.33%	(269,523)
Repairs & Maintenance							250	0.00%	
Insurance	6,874	4,583	2,291	2,291	4,583	16,040	31,490	50.94%	16,040
Facility Rent	11,789	7,385	3,942	3,692	7,635	26,809	53,940	49.70%	26,809
Telephone	4,269	2,483	1,242	1,241	2,483	9,236	16,260	56.80%	9,236
Supplies	4,016	2,676	1,539	1,530	3,069	9,761	21,132	46.19%	9,761
Advertising & Public Relations	719	490		150	150	1,360	1,500	90.66%	1,360
Reproduction & Printing	208		60		60	268	750	35.76%	268
Postage				424	424	424	500	84.80%	424
Dues, Subscriptions & Publications	6,495	2,353	1,740	1,642	3,382	12,230	15,754	77.63%	12,230
License & Permits				500	500	500		-100.00%	500
Professional Services/Contracts	4,232	2,427	1,240	1,797	3,038	9,696	48,290	20.08%	9,696
Legal Services	1,047	9,012	1,819	248	2,067	12,126	25,000	48.51%	12,126
Auditing Services	22,000	6,810				28,810	36,810	78.27%	28,810
Bank Fee / CC Fees	61	101	63	55	119	281	800	35.14%	281
Transit Management - No Shore				20,000	20,000	20,000	20,000	100.00%	20,000
Training			560		560	560	3,500	16.00%	560
Travel	438	494	215		215	1,147	8,314	13.80%	1,147
Events		348	210	10	220	568	1,500	37.85%	568
Miscellaneous Expenses	332	320	196	87	283	935	25,000	3.74%	935
Total Operating	54,608	36,765	15,407	39,937	55,344	146,717	337,204	43.51%	146,718
Capital Outlay									
Office & Equipment over \$5000	0	0	0	0	0	0	0	100.00%	0
Office & Equipment under \$5000									
CIP over \$5000									
Reimbursed Capital Expenses									
Total Capital Outlay	0	0	0	0	0	0	0	100.00%	0

JS/ja

**Tahoe Transportation District
General Fund
Statement of Operations
July 1, 2023 through January 31, 2024**

	General Fund Activity					Actual vs Budget			Program YTD
	1st Qtr	Oct - Nov	Dec	Jan	Dec & Jan	YEAR TO DATE	Board Approved Budget	Var %	District Ops
Interest									
Interest Expense	0	0	0	0	0	0	500	0.00%	0
Total Interest Expense	0	0	0	0	0	0	500	0.00%	0
Other Financing Sources									
Preventive Maint (In)									
Capital Outlay (In) Out									
Transfer (In) Out	537	175	242	83	325	1,037	5,484	18.90%	1,037
Total Other Financing Sources	537	175	242	83	325	1,037	5,484	18.90%	1,037
TOTAL EXPENSES	55,146	36,939	15,649	40,020	55,669	147,754	343,188	43.05%	147,754
Increase/(Decrease) to Fund Balance	112,247	51,669	45,148	21,564	66,712	230,628	344,342	66.98%	230,628

**Tahoe Transportation District
CIP Fund
Statement of Operations
July 1, 2023 through January 31, 2024**

	CIP Fund					Actual vs Budget			Program YTD							
	1st Qtr	Oct - Nov	Dec	Jan	Dec & Jan	YEAR TO DATE	Board Approved Budget	Var %	US 50	Regional Revenue - Rec Travel	Stateline to Stateline Bikeway (Parking Lots)	Facility Plans, IMH, SMH, Warrior Way, Upgrade	SMART	Hazard Plan	Transit Ops Projects	Program Total
Revenues																
Capital Grant & Contributions																
Surface Transportation Program (STP)	93,168	50,216	108,770	43,709	152,480	295,864	1,967,032	15.04%	46,206	13,625	16,687	219,346				295,864
Congestive Mitigation & Air Quality (CMAQ)	3,845	3,209	279	962	1,241	8,295	102,500	8.09%	8,295							8,295
Fish & Wildlife Services Fund			2,696	2,173	4,868	4,868	187,981	0.00%			4,868					4,868
US Dept of Transportation - SMART	3,576	7,968	41,911	33,685	75,596	87,140	1,301,696	6.69%				87,140				87,140
Highway Infrastructure Pgm (HIP)							416,081	0.00%								
Infrastructure - COVID	335	492	252	407	659	1,486	28,375	5.24%			1,486					1,486
Office of Emergency Services (CalOES)	8,316	711	467	6,122	6,589	15,617	42,671	36.60%					15,617			15,617
Federal Transportation Administration		2,053,125	15,808		15,808	2,068,933	4,910,933	42.13%							2,068,933	2,068,933
Transportation Alternative Programs (TAP)	3,715	3,230	9,277	9,640	18,916	25,861	413,643	6.25%			25,861					25,861
CA Sustainable Transportation Planning Prop 1B	1,637	758		1,981	1,981	4,376	278,343	1.57%				4,376				4,376
Washoe County	196	170	488	507	996	1,361	21,771	6.25%			1,361					1,361
Douglas County	2,840	915	4,481	1,197	5,677	9,432	19,736	47.79%				9,432				9,432
Contributions	2,969	527	305	2,281	2,585	6,082	40,506	15.01%			876			5,206		6,082
Total Capital Grants & Contributions	120,597	2,121,321	184,733	102,664	287,397	2,529,315	9,731,268	25.99%	54,501	13,625	46,271	238,023	87,140	20,822	2,068,933	2,529,315
Special Items																
Interest Revenue	961	643	203	292	495	2,100	2,700	77.77%	0	0	1,661	439	0	0	0	2,100
Total Special Items	961	643	203	292	495	2,100	2,700	77.77%	0	0	1,661	439	0	0	0	2,100
TOTAL REVENUES	121,558	2,121,964	184,936	102,956	287,892	2,531,415	9,733,968	26.01%	54,501	13,625	47,932	238,462	87,140	20,822	2,068,933	2,531,415
Expenses																
Personnel	21,872	22,339	16,638	11,863	28,501	72,712	471,141	15.43%	8,148	12,843	25,003	12,732	11,055	2,932		72,712
Contract Services	91,948	43,626	150,527	88,004	238,531	374,105	4,248,396	8.81%	45,484		18,745	225,626	71,265	12,985		374,105
Reproduction & Printing							4,800	0.00%								
Rent Meeting Room							2,300	0.00%								
Supplies							2,700	0.00%								
License & Permits		13,355		215	215	13,570	41,855	32.42%		215					13,355	13,570
Advertising / Outreach							4,200	0.00%								
Postage							1,500	0.00%								
Utilities								100.00%								
Professional Services	2,882	45,183	156	2,041	2,196	50,261	102,075	49.24%				110	138	5,206	44,808	50,261
Administrative Fees								100.00%								
Bank Fees	23	22	12	10	22	66	180	36.47%			52	14				66
Training							5,000	0.00%								
Travel - Per Diem	1,606					1,606		-100.00%					1,606			1,606
Travel - Commercial Air	1,538					1,538		-100.00%					1,538			1,538
Travel - Auto	176	23				198	1,070	18.55%	50		23		126			198
Miscellaneous								100.00%								
Dues & Subscriptions							265	0.00%								
Interest				432	432	432	432	100.06%							432	432
ICAP - 10%	2,388	2,157	2,560	1,164	3,724	8,269	30,154	27.42%	820	1,284	2,500	2,234	1,431			8,269
Total Operating	122,433	126,704	169,892	103,729	273,621	522,758	4,916,068	10.63%	54,501	14,342	46,323	240,715	87,158	21,123	58,595	522,758

JS/ja

**Tahoe Transportation District
CIP Fund
Statement of Operations
July 1, 2023 through January 31, 2024**

	CIP Fund					Actual vs Budget			Program YTD							
	1st Qtr	Oct - Nov	Dec	Jan	Dec & Jan	YEAR TO DATE	Board Approved Budget	Var %	US 50	Regional Revenue - Rec Travel	Stateline to Stateline Bikeway (Parking Lots)	Facility Plans, IMH, SMH, Warrior Way, Upgrade	SMART	Hazard Plan	Transit Ops Projects	Program Total
Capital Outlay																
Equipment over \$5000	0	2,229,578	15,808	0	15,808	2,245,386	5,484,586	40.94%	0	0	0	0	0	0	2,245,386	2,245,386
Equipment under \$5000		96,970				96,970	111,970	86.60%							96,970	96,970
CIP Over \$5000								100.00%								
Reimb Capital Expenses		(2,326,548)	(15,808)		(15,808)	(2,342,356)	(5,596,556)	41.85%							(2,342,356)	(2,342,356)
Total Capital Outlay	0	0	0	0	0	0	0	100.00%	0	0	0	0	0	0	0	0
Other Financing Sources																
Preventive Maint (In)	0	0	0	0	0	0	0	100.00%	0	0	0	0	0	0	0	0
Capital Outlay (In) Out		2,326,548	15,808		15,808	2,342,356	5,596,556	41.85%							2,342,356	2,342,356
Transfer (In) Out	(1,813)	(331,910)	(956)	(1,055)	(2,011)	(335,734)	(781,176)	42.98%		(717)		(2,679)	(19)	(301)	(332,018)	(335,734)
Total Other Financing Sources	(1,813)	1,994,638	14,852	(1,055)	13,797	2,006,622	4,815,380	41.67%	0	(717)	0	(2,679)	(19)	(301)	2,010,338	2,006,622
TOTAL EXPENSES	120,620	2,121,342	184,744	102,674	287,418	2,529,381	9,731,448	25.99%	54,501	13,625	46,323	238,036	87,140	20,822	2,068,933	2,529,381
Increase / (Decrease) to Fund Balance	939	622	192	282	474	2,034	2,520	80.72%	0	0	1,608	426	0	0	0	2,034

JS/ja

Tahoe Transportation District
 Transit Fund
 Statement of Operations
 July 1, 2023 through January 31, 2024

	TO Fund Activity					Actual vs Budget			Program YTD
	1st Qtr	Oct - Nov	Dec	Jan	Dec & Jan	YEAR TO DATE	Board Approved Budget	Var %	Transit Operations
Revenues									
Grants & Contributions									
FTA 5311	212,827	260,445	154,256	137,004	291,260	764,532	1,221,708	62.58%	764,532
FTA 5307	1,137,373	601,414	391,888	221,590	613,478	2,352,265	4,927,657	47.74%	2,352,265
FTA 5310		33,490				33,490	98,544	33.98%	33,490
TDA - LTF		500,500	100,100	100,100	200,200	700,700	1,249,601	56.07%	700,700
TDA - STA		333,544	66,708	163,139	229,847	563,391	894,559	62.98%	563,391
TDA - SGR		27,652	3,461	3,810	7,271	34,923	104,375	33.46%	34,923
LCTOP								100.00%	
NV State Parks	85,000					85,000	85,000	100.00%	85,000
El Dorado County	35,936					35,936	40,936	87.79%	35,936
Solar Renewable Energy Credits	(2,395)		1,838		1,838	(558)	20,000	-2.79%	(558)
Sac Emergency Clean Air								100.00%	
Hybrid Voucher Incentive Pgm			90,000		90,000	90,000	90,000	100.00%	90,000
Contributions								100.00%	
Total Grants & Contributions	1,468,741	1,757,045	808,251	625,643	1,433,894	4,659,680	8,732,380	53.36%	4,659,680
Charges for Services									
FareBox Revenue	0	0	0	0	0	0	0	100.00%	0
Pass Sales								100.00%	
Advertising Revenue								100.00%	
Total Charges for Services	0	0	0	0	0	0	0	100.00%	0
Special Items									
Sale of Fixed Assets	0	592	0	0	0	592	1,500	39.47%	592
Miscellaneous	13,379	12	9	325	334	13,725	19,400	70.75%	13,725
Insurance Claim Revenues	23,971	6,564	1,118		1,118	31,653		-100.00%	31,653
Interest Revenue	16,452	8,787	2,221	4,320	6,541	31,779	33,500	94.86%	31,779
Total Special Items	53,802	15,955	3,348	4,645	7,993	77,750	54,400	142.92%	77,750
Pass Through Revenue	0	0	0	0	0	0	0	100.00%	0
TOTAL REVENUES	1,522,543	1,772,999	811,599	630,288	1,441,887	4,737,429	8,786,780	53.92%	4,737,429
Expenses									
Operating									
Personnel	975,447	688,255	572,735	398,334	971,069	2,634,771	5,014,195	52.55%	2,634,771
Contract								100.00%	
Vehicle Fuel	84,312	46,604	23,706	23,630	47,335	178,251	375,000	47.53%	178,251
Sales Tax on Fuel	157		146		146	303	1,000	30.30%	303
Repair and Maintenance	203,362	300,920	22,718	15,801	38,518	542,800	991,560	54.74%	542,800
Insurance	48,723	39,834	19,426	16,786	36,212	124,770	369,204	33.79%	124,770
Reproduction & Printing	427	340	60	190	250	1,017	5,325	19.10%	1,017
Facility Rent	47,762	30,105	15,008	13,941	28,949	106,817	181,553	58.84%	106,817
Facility Utilities	28,312	17,639	18,233	10,088	28,322	74,273	202,600	36.66%	74,273
Telephone	8,438	8,504	3,733	3,733	7,466	24,408	37,920	64.37%	24,408

Tahoe Transportation District
 Transit Fund
 Statement of Operations
 July 1, 2023 through January 31, 2024

	TO Fund Activity					Actual vs Budget			Program YTD
	1st Qtr	Oct - Nov	Dec	Jan	Dec & Jan	YEAR TO DATE	Board Approved Budget	Var %	Transit Operations
Expenses Continued									
Supplies	16,259	17,429	5,356	5,281	10,636	44,325	73,450	60.35%	44,325
Advertising & Public Relations	4,651	223	434	339	773	5,648	75,000	7.53%	5,648
License & Permits	535			75	75	610	1,200	50.82%	610
Dues, Subscriptions and Publications	15,450	9,406	5,650	10,211	15,861	40,717	196,080	20.77%	40,717
Professional Services	66,062	33,294	25,169	35,505	60,673	160,029	415,160	38.55%	160,029
Bank Fees	1,488	1,079	542	636	1,178	3,745	7,200	52.02%	3,745
Training	3,769	1,850				5,619	26,625	21.10%	5,619
Travel	4,523	7,419	746	673	1,418	13,360	29,455	45.36%	13,360
Reimbursed Travel		124	(124)	650	526	650		-100.00%	650
Miscellaneous Expenses	2,918	1,961	1,632	605	2,237	7,116	55,325	12.86%	7,116
ICAP - 10%	99,000	72,081	50,528	39,645	90,174	261,254	440,000	59.38%	261,254
Depreciation/Amortization/Warranty	157,320	130,033	68,042	65,926	133,969	421,322	639,360	65.90%	421,322
Total Operating	1,768,915	1,407,101	833,740	642,048	1,475,788	4,651,804	9,137,212	50.91%	4,651,804
Capital Outlay									
Equipment under \$5000	0	96,970	0	0	0	96,970	111,970	86.60%	96,970
Disposal of Fixed Assets								100.00%	
Reimbursed Capital Expenses								100.00%	
Total Capital Outlay	0	96,970	0	0	0	96,970	111,970	86.60%	96,970
Other Financing Sources									
Capital Outlay (In) Out	0	(2,326,548)	(15,808)	0	(15,808)	(2,342,356)	(5,596,556)	41.85%	(2,342,356)
Transfer (In) Out	1,276	331,735	714	972	1,686	334,697	775,692	43.15%	334,697
Total Other Financing Sources	1,276	(1,994,813)	(15,094)	972	(14,122)	(2,007,659)	(4,820,864)	41.65%	(2,007,659)
Pass Through Expenses	0	0	0	0	0	0	0	100.00%	0
TOTAL EXPENSES	1,770,191	(490,742)	818,645	643,021	1,461,666	2,741,115	4,428,318	61.90%	2,741,115
Increase / Decrease) to Fund Balance	(247,648)	2,263,741	(7,046)	(12,733)	(19,779)	1,996,314	4,358,462	45.80%	1,996,314

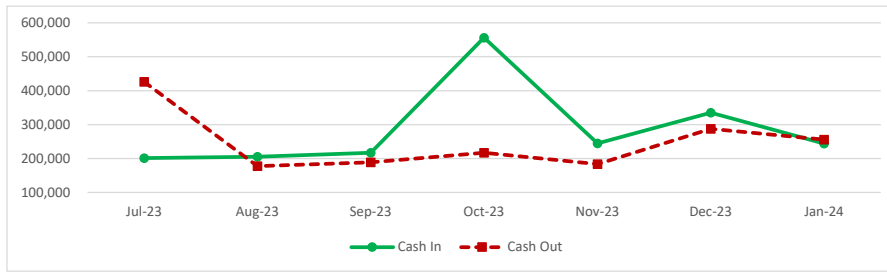
Tahoe Transportation District
 Parking Systems Fund
 Statement of Operations
 July 1, 2023 through January 31, 2024

	Parking System Activity					Actual vs Budget			Parking Systems		
	1st Qtr	Oct - Nov	Dec	Jan	Dec & Jan	YEAR TO DATE	Board Approved Budget	Var %	PS Ops	PS NC	Program YTD
	Revenues										
General Revenues											
Contributions	0	0	0	0	0	0	0	100.00%	0	0	0
Total General Revenues	0	0	0	0	0	0	0	100.00%	0	0	0
Charges for Services											
Parking Ops - Meters	262,949	74,218	1,111	22	1,133	338,300	468,400	72.22%	338,300		338,300
Parking Ops - Events	450					450	900	50.00%	450		450
Parking Non Compliance	13,492	9,561	1,206	414	1,620	24,673	35,000	70.50%		24,673	24,673
Total Charges for Services	276,891	83,779	2,317	435	2,753	363,423	504,300	72.06%	338,750	24,673	363,423
Special Items											
Misc Revenue	0	0	0	0	0	0	0	100.00%	0	0	0
Interest Revenue	3,665	2,525	801	1,192	1,993	8,183	14,000	58.45%	8,183		8,183
Total Special Revenues	3,665	2,525	801	1,192	1,993	8,183	14,000	58.45%	8,183	0	8,183
TOTAL REVENUES	280,556	86,304	3,118	1,627	4,745	371,606	518,300	71.70%	346,933	24,673	371,606
Expenses											
Personnel	21,377	13,526	2,394	943	3,337	38,240	76,227	50.17%	20,442	17,798	38,240
Contracts	3,260		234,922		234,922	238,182	292,805	81.35%	238,182		238,182
Professional Services	1,910	1,470	2,505	1,649	4,154	7,534	40,110	18.78%	5,059	2,475	7,534
Insurance								100.00%			
Telephone	494	321	160	5	166	981	1,500	65.38%	490	490	981
Subscriptions, Publications, Dues	257	57	30	30	60	375	175	214.14%	187	187	375
License & Permits							200	0.00%			
Equipment Not Transferred							14,200	0.00%			
Supplies		589				589	2,000	29.46%	589		589
Repairs & Maintenance							4,700	0.00%			
Admin Fees	27,689	7,846	763	44	807	36,342	50,430	72.06%	33,875	2,467	36,342
Travel - Auto	59	59				118	200	59.08%	88	30	118
Bank / CC Fees	9,295	4,416	1,190	133	1,324	15,034	27,000	55.68%	15,034		15,034
Misc Fees								100.00%			
Depreciation								100.00%			
TOTAL OPERATING EXPENSES	64,341	28,285	241,965	2,805	244,769	337,396	509,547	66.21%	313,948	23,447	337,396
Capital Outlay											
Equipment over \$5000	0	0	0	0	0	0	0	100.00%	0	0	0
Equipment under \$5000								100.00%			
Total Capital Outlay	0	0	0	0	0	0	0	100.00%	0	0	0
Other Funding Sources - Revenues											
Revenues											
Capital (In) Out	0	0	0	0	0	0	0	100.00%	0	0	0
Transfers (In) Out								100.00%			
Total Other Financing Sources	0	0	0	0	0	0	0	100.00%	0	0	0
Total Expenses and Other Funding Sources	64,341	28,285	241,965	2,805	244,769	337,396	509,547	66%	313,948	23,447	337,396
Increase / (Decrease) to Fund Balance	216,215	58,019	(238,847)	(1,177)	(240,024)	34,210	8,753	390.84%	32,984	1,226	34,210

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Tahoe Transportation District
 Governmental Funds Cash Flow
 July 1, 2023 through January 31, 2024

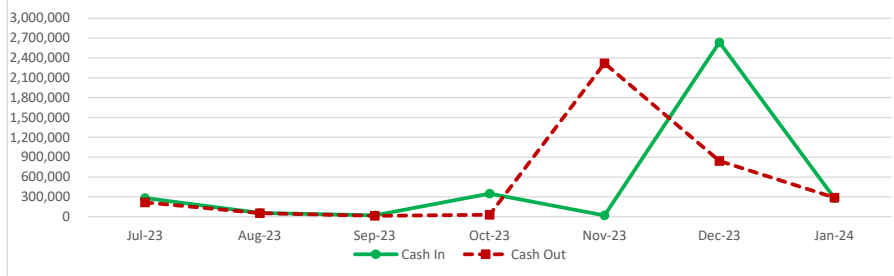
GENERAL FUND



Cash In Source	Total	Transfer from other funds for				Local Revenue / Contributions		Misc Receipts
		RCMF	PR Liab	ICAP	Admin Fees	LOC		
Jul-23	201,262	3,370	155,813	29,856	11,002	0	1,221	
Aug-23	204,940	15,266	145,124	33,698	10,072	0	779	
Sep-23	216,847	0	158,665	37,836	6,615	12,500	1,231	
Oct-23	556,349	5,463	159,800	37,429	4,682	347,500	1,476	
Nov-23	244,279	5,497	159,761	36,809	3,165	37,500	1,548	
Dec-23	335,053	25,099	255,008	53,088	763	0	1,095	
Jan-24	244,055	23,609	177,950	40,809	44	0	1,643	

Cash Out Source	Total	Net Payroll	PR Liabilities	Match To		Vendor Payments	LOC	Net
				CIP	Vendor			
Jul-23	426,061	12,508	377,815.92	288.48	35,448.98		(224,800)	
Aug-23	177,459	21,743	139,405.75	115.51	16,194.71		27,481	
Sep-23	188,455	21,299	153,911.84	114.55	13,129.13		28,392	
Oct-23	216,656	20,182	160,875.82	62.88	35,534.71		339,693	
Nov-23	183,644	20,794	155,795.23	111.78	6,942.72		60,635	
Dec-23	287,209	31,902	246,839.75	242.01	8,225.93		47,844	
Jan-24	255,454	26,543	180,438.70	82.94	48,389.57		(11,399)	

CIP FUND

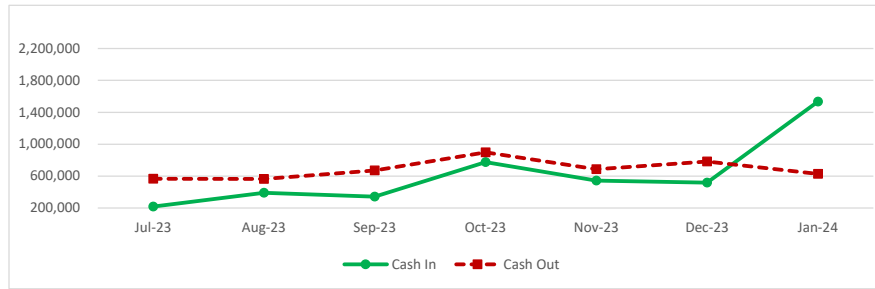


Cash In Source	Total	FTA	LOC	NDOT - FTA		CalOES	Contrib /Other	Match
				Caltrans - US 50 & ZEB	5339, STBG & INFRA			
Jul-23	282,794	225,707	0	7,962	48,496	0	334	295
Aug-23	56,265	2,837	0	2,873	50,080	0	324	151
Sep-23	20,060	0	0	7,032	5,500	5,877	303	1,348
Oct-23	348,496	0	0	1,277	9,758	6,461	315	330,685
Nov-23	18,489	3,576	0	3,814	9,545	0	328	1,225
Dec-23	2,636,954	0	744,060	21,593	1,870,142	0	203	956
Jan-24	278,663	183,125	0	4,923	89,267	0	292	1,055

Cash Out Source	Total	Net Payroll	PR Liabilities	ICAP	AP	LOC	Net
Aug-23	54,213	5,071	2,832	778	45,531		2,052
Sep-23	12,641	4,390	2,661	937	4,653		7,420
Oct-23	27,959	6,461	4,258	1,032	16,209		320,536
Nov-23	2,319,943	7,156	4,465	1,125	2,307,197		(2,301,455)
Dec-23	842,639	10,669	5,969	2,560	79,381	744,060	1,794,315
Jan-24	288,645	6,946	4,917	1,164	275,618		(9,982)

Tahoe Transportation District
Enterprise Funds Cash Flow
July 1, 2023 through January 31, 2024

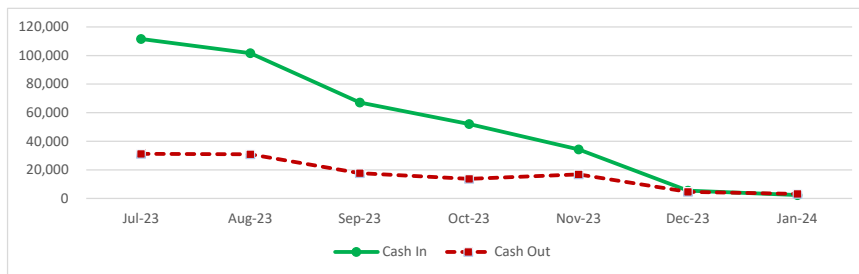
TRANSIT OPERATIONS FUND



Cash In Source	Total	FTA 5307	NDOT 5311	TDA incl SGR	Insurance Claims	Farebox Contributions	Misc Receipts	Interest	Sale of Fixed Asset
Jul-23	217,898	0	65,889	118,351	23,971	0	3,415	6,049	224
Aug-23	389,754	313,520	70,927	0	0	0	0	5,307	0
Sep-23	341,728	336,753	0	0	0	0	0	4,975	0
Oct-23	776,268	423,997	172,909	171,795	0	0	2,329	4,646	592
Nov-23	543,984	376,623	71,657	0	6,564	85,000	0	4,140	0
Dec-23	517,332	340,594	83,399	0	1,118	0	90,000	2,221	0
Jan-24	1,534,835	294,310	260,680	973,771	0	0	1,754	4,320	0

Cash Out Source	Total	Net Payroll	PR Liabilities	ICAP	AP	Match	Net
Jul-23	565,186	192,441	135,496	29,181	208,061	7	(347,288)
Aug-23	564,308	184,215	139,807	32,920	207,331	35	(174,554)
Sep-23	669,758	204,484	154,006	36,899	273,135	1,234	(328,029)
Oct-23	897,847	196,261	153,943	36,397	180,623	330,622	(121,579)
Nov-23	686,373	191,686	152,887	35,684	305,004	1,113	(142,389)
Dec-23	783,559	323,823	248,227	50,528	160,267	714	(266,227)
Jan-24	627,334	210,463	172,590	39,645	203,663	972	907,500

PARKING SYSTEMS FUND



Cash In Source	Total	Parking Meter Revenue	Non-Comp Revenue	Contributions	Misc Receipts	Interest
Jul-23	111,597	105,679	4,657	0	0	1,261
Aug-23	101,667	96,129	4,298	0	0	1,240
Sep-23	67,149	61,728	4,258	0	0	1,163
Oct-23	52,107	46,375	4,498	0	0	1,234
Nov-23	34,264	27,882	5,091	0	0	1,291
Dec-23	5,455	1,111	3,543	0	0	801
Jan-24	2,374	22	1,160	0	0	1,192

Cash Out Source	Total	Net Payroll	PR Liabilities	Vendor Payments	Admin Fees	Net
Jul-23	31,217	6,250	3,023	10,942	11,002	80,380
Aug-23	30,961	4,846	2,045	13,998	10,072	70,706
Sep-23	17,697	5,007	1,998	4,077	6,615	49,451
Oct-23	13,707	4,346	1,599	3,081	4,682	38,400
Nov-23	16,804	5,472	2,110	6,058	3,165	17,460
Dec-23	4,577	1,582	811	1,420	763	877
Jan-24	3,160	499	444	2,173	44	(786)

JS/ja

Grant Status Report		April 2024										
	Funder	Work Program	Grant Name	Project	\$\$ Requested	Min Match %	Match \$\$	Match From	Submitted	Award Date	Awarded?	Status
1	FTA	4.3 - Capital Equipment	FY2023 5339(b) Low No	Capital Vehicles and Equipment	\$ 3,400,000	15%	\$ 600,000	Transportation Development Credits	Yes - 04/2023	Jul-23	Yes	Executed
2	TMPO	3.1 - SSCRP	2023 Regional Grant Program-NV	US-50 - Revised Design Phase	\$ 2,975,962	5%	\$ 156,630	Toll credits/ gas tax	Yes - 6/2023	Fall 2023	Yes	Awarded - Pending Agreement Not available until FFY25
3	FTA	4.7 - Transit Operations	FFY2023 CMAQ	Free to User Transit Program - Operations	\$ 1,000,000	50%	\$ 1,000,000	Toll credits	Yes - 11/2023	Spring 2022	Yes	Awarded - Pending Agreement
4	US DOT	3.3.3B NV Stateline to Stateline Bikeway	RAISE 2024	Sand Harbor to Thunderbird Cove	\$ 25,000,000	0%	\$ -	N/A	Yes - 02/2024	Jun-24	Pending	Submitted
5	CalSTA	4.3 - Capital Equipment	SB125 Transit & Intercity Rail Capital Program	Capital Vehicles and Equipment	\$ 2,980,000	0%	\$ -	N/A	Yes - 01/2024	24-Apr	Pending	Pending Decision
6	CalSTA	4.3 - Capital Equipment	SB125 Transit & Intercity Rail Capital Program	EV Charging Infrastructure	\$ 1,188,816	0%	\$ -	N/A	Yes - 01/2024	24-Apr	Pending	Pending Decision
7	CalSTA	3.11 - Transit Corp Yard	SB125 Transit & Intercity Rail Capital Program	Existing Maintenance Facility Renovations	\$ 1,550,000	0%	\$ -	N/A	Yes - 01/2024	24-Apr	Pending	Pending Decision
8	Senate Appropriations Committee	3.3.3B NV Stateline to Stateline Bikeway	FY2024 Community Project Funding for Nevada	Sand Harbor to Thunderbird Cove	\$ 5,000,000	0%	\$ -	N/A	Yes - 03/2023	Mar-24	Yes	Awarded - Pending Agreement

JS/ja



MEMORANDUM

Date: March 27, 2024

To: Tahoe Transportation District (TTD) Finance and Personnel Committee

From: TTD Staff, George Fink, Transit System Program Manager

Subject: Recommend the TTD Board of Directors Authorize the District Manager to Negotiate and Execute a Contract for the Purchase of One Four-Wheel Drive Toyota Tundra Hybrid and Associated Modifications and Equipment Not to Exceed \$78,000

Action Requested:

It is requested the Committee recommend the TTD Board authorize the District Manager to negotiate and execute a contract for the purchase of one (1) four-wheel drive Toyota Tundra Hybrid and associated modifications and equipment not to exceed \$78,000.

Fiscal Analysis:

All expenditures associated with this item for the fiscal year are in the approved FY24 budget for vehicle purchases. Funding for this purchase is accommodated through both a Nevada Department of Transportation (NDOT) \$5339 grant and through California Transportation Development Act (TDA) funds.

Work Program Impact:

All work associated with this effort is captured under respective elements of the approved FY24 Work Program with corresponding allotted staff time as part of transit operations. This project aligns with Strategic Goal SG-3: Increase the connectivity and reliability of a regional multi-modal transit system around the Basin.

Background:

Periodically, TTD must replace non-revenue vehicles that have reached or exceeded their useful life. TTD staff have identified a need to replace a non-revenue vehicle for transit operations. Vehicle 1001 is a 2014 Chevrolet Equinox with over 100,000 miles. Typically, non-revenue vehicles are replaced after five years in concurrence with TTD's adopted Transit Asset Management (TAM) Plan. However, the Equinox continued to perform well past its useful life. Within the last few years, wear and tear on the vehicle has degraded its utility, comfort, and serviceability. Funding was identified in NDOT 5339 FY23 capital grant and programmed for this purpose.

Discussion:

Operations staff requested the small Equinox be replaced with a full size, four wheel drive pickup truck to enhance the flexibility of the vehicle and accommodate larger and/or soiled items.

GF/ja

AGENDA ITEM: VIII.C.
FPC AGENDA ITEM: III.B.

Staff identified a full-size, four wheel drive pick-up truck with the cleanest practical propulsion technology.

Due to the old and obsolete electrical infrastructure at TTD's leased Shop Street corporation yard, a fully electric vehicle is not practical as charging would have to be accomplished offsite at a retail charger. A gasoline-electric hybrid drive is the least polluting and cleanest practical propulsion technology.

Staff received two quotes for a full-size hybrid four wheel drive pick-up truck. One from Carson City Toyota in the amount of \$76,825.17. The other from Capitol Ford in the amount of \$85,017.75. Staff queried but did not receive a quote from Michael Hohl Chevrolet or Carson City Dodge.

Staff is recommending that TTD purchase the Toyota Tundra from Carson City Toyota as the best value for TTD.

Staff will complete the preparation of a full procurement package and finalize all pricing details. The vehicle and accessories are priced at \$74,530.17, with an added Toyota Extended Warranty of 7 years/100,000 miles with a zero deductible for an additional \$2,295.00. The total price of the vehicle, accessories, and extended warranty is quoted at \$76,825.17. Staff is recommending a not-to-exceed amount of \$78,000 to accommodate any minor fluctuations in configurations and/or fees.

The Toyota Tundra is manufactured at Toyota Motor Manufacturing, San Antonio, Texas, (TMMTX). The engine parts are assembled at Toyota Motor Manufacturing, Alabama (TMMAL).

Additional Information:

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

Attachment:

A. Draft Purchase Order Agreement

PURCHASE ORDER AGREEMENT

P.O. # _____

This Purchase Order Agreement ("Purchase Agreement") is made and entered into on this _____ day of April, 2024 (the "Effective Date") by and between Carson City Toyota ("Vendor"), and Tahoe Transportation District, a bi-state special purpose district created by the Tahoe Regional Planning Compact ("District"). District and Vendor are sometimes referred to hereinafter individually as "Party" and collectively as "Parties."

RECITALS

- A. District has sought, by small purchase procedures, the goods defined and described more particularly in Section 1 of this Purchase Agreement.
- B. Vendor submitted a quote for the goods sought by District, and was selected by the District to provide those goods.
- C. District now desires to purchase the goods from Vendor pursuant to the terms and conditions of this Purchase Agreement.

OPERATIVE PROVISIONS

NOW, THEREFORE, in consideration of the faithful performance of the terms and conditions set forth in this Purchase Agreement, the Parties hereto agree as follows:

1. **PURCHASE OF GOODS.** The District agrees to purchase, and Vendor agrees to sell, the goods ("Goods") described in Exhibit "A" hereto and incorporated herein by this reference. There shall be no substitution of Goods without the prior written authorization of the District.
2. **DELIVERY.** The Goods must be shipped and must arrive at the destination specified in this section by [DATE] ("Required Delivery Date"). Any failure by the Vendor to meet the Required Delivery Date will constitute a material default of this Purchase Agreement and the District may cancel any Goods not delivered in a timely manner without liability. The Vendor must notify the District immediately if the Vendor reasonably believes the Vendor will not be able to meet the Required Delivery Date for any reason and provide the District with a schedule that the Vendor reasonably believes it will be able to meet. It is within the District's discretion whether it will accept the revised schedule. All Goods shall be delivered to the following location, unless otherwise specified by the District:

Carson City Toyota
2590 S. Carson Street
Carson City, NV 89701

3. **PURCHASE PRICE.** The purchase price for the Goods shall be Seventy-Six Thousand, Eight Hundred Twenty-Five dollars and Seventeen cents (\$76,825.17). An invoice must be mailed to the District at the P.O. Box 499, Zephyr Cove, NV 89448 no later than the 5th day after receipt and acceptance of the Goods. Invoice must contain the Purchase Order number, description of Goods, unit price, quantities billed, and extended totals. District is a tax-exempt entity. District will issue payment within thirty (30) days of receipt of the Goods listed in the invoice.

4. **CANCELLATION AND TERMINATION.**

a. Either party may terminate this Agreement for cause as follows:

i. The party electing to terminate shall give the other party written notice of termination at least five (5) days prior to the termination date, setting forth very specifically the grounds for termination, the specific provisions of the Agreement that have been violated, and a full statement of the facts surrounding the violation(s).

ii. If the terminated party so elects, the Parties shall meet promptly and make good faith efforts to resolve the violation(s) in a mutually agreeable way.

iii. If any such violation(s) cannot be resolved by the Parties at such meeting, or at any mutually agreed extension(s) of such meeting, the termination shall proceed.

iv. If the violation(s) have not been resolved, the terminating party may proceed with termination, and with retaining other person(s) or entities to provide services, if the terminating party is the District.

b. Either party may terminate the Agreement at any time without cause upon at least thirty (30) days prior written notice to the other party. In the event of any such termination by District, Vendor shall be paid for Goods actually delivered through the date of termination.

5. **DELIVERY; RISK OF LOSS.** All orders will be F.O.B. destination, if not otherwise specified. Risk of loss or damage to the Goods must remain with the Vendor until the Goods have been delivered to and accepted by the District. All Goods and Services will be received by the District subject to its right of inspection, rejection, and revocation of acceptance under the Uniform Commercial Code. The District will be allowed a reasonable period of time to inspect the Goods and to notify Vendor of any nonconformance with the terms and conditions of the specifications. The District may reject any Goods that do not conform to the terms and conditions of this Purchase Agreement. Any Goods rejected may be returned to the Vendor at the Vendor's risk and expense.

6. **PACKING AND SHIPPING.** Deliveries must be made as specified, without charge, for boxing, crating or storage unless otherwise specified in writing by District. Goods must be suitably packed to secure lowest transportation costs and, in accordance with the requirements of common carriers, in a manner to assure against damage from weather or transportation. The District's purchase order number must be plainly marked on all invoices, packages and shipping orders. Packing lists specifying the quantity, description, and purchase order number must accompany each box or packing shipment. The District's count or weight will be final and conclusive on

shipments not accompanied by packing lists. Shipments for two or more destinations when so directed by the District will be shipped in separate boxes or containers for each destination, at no charge.

7. **WARRANTY.** The Vendor warrants that all Goods will conform to applicable specifications, drawings, description, and samples, and will be merchantable, of good workmanship in material, and free from defect. Unless manufactured pursuant to detailed design furnished by the District, the Vendor assumes design responsibility and warrants the Goods to be free from design defect and suitable for the purposes intended by the District, and that such Goods if installed by the Vendor shall conform to applicable specifications. The Vendor's warranties, together with its service guarantees, must run to the District and its customers or users of the Goods and must not be deemed exclusive. The District's inspection, approval, acceptance, use of, and payment for all or any part of the Goods must in no way affect its warranty rights whether or not a breach of warranty had become evident in time.

8. **CHANGES.** The District has the right, by written notice, to change the quantity or specifications of the Goods ordered and the terms of shipment or packaging of Goods. Upon receipt of any notice, the Vendor will proceed promptly to make the changes in accordance with the terms of the notice. If any change causes an increase or decrease in the cost or performance or in the time required for performance, an equitable adjustment must be negotiated promptly and the contract modified in writing accordingly. The Vendor must deliver to the District as promptly as possible, and in any event within 30 days after receipt of change notice, a statement showing the effect of any change in the delivery dates and prices; the statement must be supplemented within 30 days by detailed specification of the amount of the price adjustment and supporting cost figures. The Vendor's failure to submit the statements within the time limits stated will constitute its consent to perform the change without increase in price, without claim for material rendered obsolete and without change in delivery schedules.

9. **NONDISCRIMINATION CLAUSE:** Vendor shall not discriminate, in any way, against any person on the basis of race, color, religious creed, national origin, ancestry, sex, age, physical handicap, medical condition or marital status in connection with or related to the performance of this Purchase Agreement.

10. **INDEMNITY.** Except as to the sole negligence, active negligence or willful misconduct of the District, Vendor shall indemnify and hold the District, and its employees, officers, managers, agents and council members, harmless from any and all loss, damage, claim for damage, liability, expense or cost, including attorneys' fees, which arises out of, or is related to, or is in any manner connected with the Goods provided pursuant this Purchase Agreement and/or the performance of work, activities, operations or duties of Vendor, or anyone employed by or working under Vendor, and from all claims by anyone employed by or working under Vendor for services rendered to Vendor in the performance of this Purchase Agreement, notwithstanding that the District may have benefited from their services. This indemnification provision shall apply to any acts or omissions, willful misconduct or negligent conduct, whether active

or passive, on the part of Vendor or of anyone employed by or working under Vendor. The parties expressly agree that any payment, attorneys' fees, costs or expense that the District incurs or makes to or on behalf of an injured employee under the District's self-administered workers' compensation is included as a loss, expense or cost for the purposes of this Section, and that this Section shall survive the expiration or early termination of the Agreement.

11. **DUTY TO DEFEND.** Vendor agrees, at its cost and expense, to promptly defend the District and the District's employees, officers, managers, agents and council members (collectively the "Parties to be defended") from and against any and all claims, allegations, lawsuits or other legal proceedings which arise out of, or are related to, or are in any manner connected with: (i) the Goods provided pursuant this Purchase Agreement; (ii) allegations that the Goods are defective in manufacture or design; (iii) any patent related to the Goods and (iv) the work, activities, operations, or duties of Vendor, or of anyone employed by or working under the Vendor, or (2) any breach of this Agreement by Vendor. This duty to defend shall apply whether or not such claims, allegations, lawsuits or proceedings have merit or are meritless, or which involve claims or allegations that any of the Parties to be defended were actively, passively or concurrently negligent, or which otherwise assert that the parties to be defended are responsible, in whole or in part, for any loss, damage or injury. Vendor agrees to provide this defense immediately upon written notice from the District, and with well qualified, adequately insured and experienced legal counsel acceptable to the District.

12. **INTERPRETATION.** The terms of this Purchase Agreement should be construed in accordance with the meaning of the language used and should not be construed for or against either party by reason of the authorship of this Purchase Agreement or any other rule of construction that might otherwise apply.

13. **GOVERNING LAW; JURISDICTION.** In the event of litigation between the Parties, venue in state trial courts shall lie exclusively in the County of El Dorado, California where the dispute arises from Goods delivered in California, or shall lie exclusively in the County of Douglas, Nevada where the dispute arises from Goods delivered in Nevada. In the event of litigation in a U.S. District Court, venue shall lie exclusively in the Eastern District of California for Goods delivered in California, or in the District of Nevada for Goods delivered in Nevada.

14. **NONTRANSFERABILITY.** The Vendor may not transfer or assign this Purchase Agreement, without the prior written approval of the District, which may be withheld in his/her sole discretion.

15. **ARTWORK, DESIGNS ETC.** If the Goods are to be produced by Vendor in accordance with designs, drawings or blueprints furnished by District, Vendor shall return same to District upon completion or cancellation of this Purchase Agreement. Such designs and the like shall not be used by Vendor in the production of materials for any third party without District's written consent. Such designs and the like involve valuable property rights of District and shall be held confidential by Vendor.

16. **COMPLIANCE WITH APPLICABLE LAW.** Vendor agrees to comply with all applicable federal, state and local law in connection with the performance of this Purchase Agreement, including the payment of prevailing wage when required.
17. **INTEGRATION; AMENDMENT.** This Purchase Agreement represents the entire understanding of the District and the Vendor as to those matters contained herein. No prior oral or written understanding will be of any force or effect with respect to the terms of this Purchase Agreement. The Purchase Agreement may not be modified except by Change Order or Addendum to Purchase Agreement.
18. **WAIVER.** The waiver of any term, condition or provision hereof shall not be construed to be a waiver of any other such term, condition or provision, nor shall such waiver be deemed a waiver of a subsequent breach of the same term, condition or provision.
19. **FEDERAL TERMS.** District will be using money received from the federal government to pay all or a part of the purchase price for the Goods. The federal government requires certain clauses to be included in contracts where federal money will be used in the contract. Vendor agrees to adhere to the federally-required provisions included in Exhibit "B" hereto and incorporated herein by reference. If there is a conflict between any provision in Exhibit "B" and the body of this Agreement, Exhibit "B" shall control. In addition, the Federal Highway Administration's Required Contract Clauses for Federal Aid Construction Projects (FHWA Form 1273, revised May 1, 2012; <https://www.fhwa.dot.gov/programadmin/contracts/1273/1273.pdf>) is incorporated by reference herein.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, District and Vendor have executed this Agreement as of the Effective Date.

"DISTRICT"
TAHOE TRANSPORTATION DISTRICT

Carl Hasty, District Manager

ATTEST:

Judi Allen, Clerk of the Board

"VENDOR"
CARSON CITY TOYOTA

By: _____

Name: _____

Title: _____

EXHIBIT "A"

GOODS



Carson City Toyota

2590 South Carson Street
Carson City NV 89701
775-882-8211

2024 Tundra i-FORCE MAX

Tundra 1794 Edition



Model: 2024 Tundra 1794 Edition i-FORCE MAX 3.4-Liter Turbo V6 4-Wheel Drive 8423A
VIN: 5TFMCSDB1RX070192
Stock: 68808
Engine: i-FORCE MAX V6 Hybrid Engine
Transmission: 10-Speed Electronically Controlled automatic Transmission with intelligence (ECT-i) and sequential shift mode

EXTERIOR
Blueprint

INTERIOR
Saddle Tan Leather-trimmed

PRICE

Base MSRP *	\$69,405.00
Factory Installed Packages & Accessories	\$600.00
Delivery Processing and Handling	\$1,850.00
Total Suggested Retail Price	\$71,855.00

FUEL ECONOMY



INSTALLED PACKAGES & ACCESSORIES

50 State Emissions	FIO	\$0.00
Head-Up Display 10-in. color Head-Up Display (HUD).	FIO	\$600.00
1794 Edition Grade Package 1794 Edition Grade Package—includes all content included as standard equipment.	FIO	\$0.00
PVM + BSM Outer Mirrors Heated power outside mirrors (chrome) with blind spot mirrors, Panoramic View Monitor (PVM), and LED turn signals.	FIO	\$0.00
Total Optional Equipment		\$600.00
Vehicle Base Model		\$69,405.00
Delivery Processing and Handling		\$1,850.00

**PRICE INCLUDES
2 YEARS OR 25,000
MILE SERVICE
MAINTENANCE AT NO CHARGE**

FEATURES

Mechanical & Performance

- Ignition System: Conventional 12V starter
- Intake: Twin turbochargers with electric wastegate valve actuators and water-cooled intercooler
- Towing: Class-IV towing hitch receiver and wiring harness with 7-pin/4-pin connector
- Towing: Trailer Backup Guide system with Straight Path Assist (SPA)
- Fuel System: D-4ST direct-injection and port-injection fuel system
- Valvetrain: 24-valve DOHC aluminum cylinder heads with Dual Variable Valve Timing with intelligence (VVT-i); 3445 c.c. aluminum engine block, 85.5 x 100 (mm.) bore x stroke, 10.4:1 compression ratio
- Towing: Integrated Trailer Brake Controller (ITBC) with Multi-



CARSON CITY TOYOTA

CAMPAGNI AUTO GROUP

2590 S. CARSON ST. CARSON CITY, NV 89701 CARSONCITYTOYOTA.COM 775-882-8211

March 20th, 2024

Please accept this Quote for
 One 2024 Toyota Tundra 1794 Edition Crew Max 4x4
 Hybrid/Gas
 Model 8423
 Color Blueprint

Price	\$ 70,855.00
State Title Fee	\$ 28.25
Total	\$ 70,883.25
Bed Mat	\$ 179.00
4 Steel Wheels with tire sensor	\$ 1,074.92
TRD skid Plate Installed	\$ 749.00
Aftermarket Lumber Rack Installed	\$ 445.00
Black Weather Guard	\$ 1,199.00
<u>Toyota Extended Warranty</u>	<u>\$ 2,295.00</u>
Total	\$ 76,825.17

- * 7 year or 100,000-mile Toyota factory extended warranty with a zero deductible
- * No factory incentives at this time
- * Delivered to Reno, Nv.

Thank you for your business,

Dana Whaley

EXHIBIT "B"
FEDERAL PROVISIONS

1. Incorporation of FTA Terms - The following provisions include, in part, certain Standard Terms and Conditions required by DOT, whether or not expressly set forth in the preceding contract provisions. All contractual provisions required by DOT, as set forth in FTA Circular 4220.1F are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. The Contractor shall not perform any act, fail to perform any act, or refuse to comply with any District requests which would cause District to be in violation of the FTA terms and conditions.

2. Access to Records. The following access to records requirements apply to this Agreement:
 - a. Where the District is the FTA Recipient or a subgrantee of the FTA Recipient in accordance with 49 C. F. R. 18.36(i), the Contractor agrees to provide the District, the FTA Administrator, the Comptroller General of the United States or any of their authorized representatives access to any books, documents, papers and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts and transcriptions. Contractor also agrees, pursuant to 49 C. F. R. 633.17 to provide the FTA Administrator or his authorized representatives including any PMO Contractor access to Contractor's records and construction sites pertaining to a major capital project, defined at 49 U.S.C. 5302(a)1, which is receiving federal financial assistance through the programs described at 49 U.S.C. 5307, 5309 or 5311.
 - b. The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.
 - c. The Contractor agrees to maintain all books, records, accounts and reports required under this contract for a period of not less than three years after the date of termination or expiration of this contract, except in the event of litigation or settlement of claims arising from the performance of this contract, in which case Contractor agrees to maintain same until the District, the FTA Administrator, the Comptroller General, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related thereto. Reference 49 CFR 18.39(i)(11).

3. Civil Rights.
 - a. *Nondiscrimination* - In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees that it will not discriminate against any

employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, the Contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.

- b. *Equal Employment Opportunity* - The following equal employment opportunity requirements apply to the Agreement:
- i. Race, Color, Creed, National Origin, Sex - In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, and Federal transit laws at 49 U.S.C. § 5332, the Contractor agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 C.F.R. Parts 60 et seq ., (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 U.S.C. § 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the Project. The Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.
 - ii. Age - In accordance with section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. § § 623 and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.
 - iii. Disabilities - In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 12112, the Contractor agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630, pertaining to employment of persons with disabilities. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

- c. The Contractor also agrees to include these requirements in each subcontract financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.
4. Disadvantaged Business Enterprises.
- a. This Agreement is subject to the requirements of Title 49, Code of Federal Regulations, Part 26, Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs. The national goal for participation of Disadvantaged Business Enterprises (DBE) is 10%. The District's overall goal for DBE participation is 2.1%. A separate goal has not been established for this procurement.
 - b. The Contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Agreement. The Contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of this DOT-assisted contract. Failure by the Contractor to carry out these requirements is a material breach of this Agreement, which may result in the termination of this Agreement or such other remedy as District deems appropriate. Each subcontract the contractor signs with a subcontractor must include the assurance in this paragraph (see 49 CFR 26.13(b)).
 - c. [Contractor will be required to report its DBE participation obtained through race-neutral means throughout the period of performance of this Agreement.
 - d. Contractor is required to pay its subcontractors performing work related to this Agreement for satisfactory performance of that work no later than 30 days after the Contractor's receipt of payment for that work from the District. In addition, the Contractor [may not hold retainage from its subcontractors.
 - e. The Contractor must promptly notify District whenever a DBE subcontractor performing work related to this Agreement is terminated or fails to complete its work, and must make good faith efforts to engage another DBE subcontractor to perform at least the same amount of work. The Contractor may not terminate any DBE subcontractor and perform that work through its own forces or those of an affiliate without prior written consent of District.
5. Energy Conservation - The Contractor agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.
6. Federal Changes – Contractor shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Master Agreement between District and FTA, as they may be amended or promulgated from time to time during the term of this contract. Contractor's failure to so comply shall constitute a material breach of this Agreement.

7. No Obligation By The Federal Government
- a. The District and Contractor acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the Agreement, absent the express written consent by the Federal Government, the Federal Government is not a party to this Agreement and shall not be subject to any obligations or liabilities to the District, Contractor, or any other party (whether or not a party to that Agreement) pertaining to any matter resulting from the Agreement.
 - b. The Contractor agrees to include the above clause in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.
8. Program Fraud and False or Fraudulent Statements or Related Acts.
- a. The Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. § § 3801 et seq. and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 C.F.R. Part 31, apply to its actions pertaining to this Project. Upon execution of the Agreement, the Contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the Agreement or the FTA assisted project for which the Services are being performed. In addition to other penalties that may be applicable, the Contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the Contractor to the extent the Federal Government deems appropriate.
 - b. The Contractor also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. § 5307, the Government reserves the right to impose the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5307(n)(1) on the Contractor, to the extent the Federal Government deems appropriate.
 - c. The Contractor agrees to include the above two clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.
9. Notification to FTA; Flow Down Requirement – If a current or prospective legal matter that may affect the Federal Government emerges, the Recipient must promptly notify the FTA Chief Counsel and FTA Regional Counsel for the Region in which the Recipient is located. The Recipient must include a similar notification requirement in its Third-Party Agreements and must require each Third Party

Participant to include an equivalent provision in its sub agreements at every tier, for any agreement that is a “covered transaction” according to 2 C.F.R. §§ 180.220 and 1200.220.

(1) The types of legal matters that require notification include, but are not limited to, a major dispute, breach, default, litigation, or naming the Federal Government as a party to litigation or a legal disagreement in any forum for any reason.

(2) Matters that may affect the Federal Government include, but are not limited to, the Federal Government’s interests in the Award, the accompanying Underlying Agreement, and any Amendments thereto, or the Federal Government’s administration or enforcement of federal laws, regulations, and requirements.

(3) *Additional Notice to U.S. DOT Inspector General.* The Recipient must promptly notify the U.S. DOT Inspector General in addition to the FTA Chief Counsel or Regional Counsel for the Region in which the Recipient is located, if the Recipient has knowledge of potential fraud, waste, or abuse occurring on a Project receiving assistance from FTA. The notification provision applies if a person has or may have submitted a false claim under the False Claims Act, 31 U.S.C. § 3729, et seq., or has or may have committed a criminal or civil violation of law pertaining to such matters as fraud, conflict of interest, bid rigging, misappropriation or embezzlement, bribery, gratuity, or similar misconduct involving federal assistance. This responsibility occurs whether the Project is subject to this Agreement or another agreement between the Recipient and FTA, or an agreement involving a principal, officer, employee, agent, or Third-Party Participant of the Recipient. It also applies to subcontractors at any tier. Knowledge, as used in this paragraph, includes, but is not limited to, knowledge of a criminal or civil investigation by a Federal, state, or local law enforcement or other investigative agency, a criminal indictment or civil complaint, or probable cause that could support a criminal indictment, or any other credible information in the possession of the Recipient. In this paragraph, “promptly” means to refer information without delay and without change. This notification provision applies to all divisions of the Recipient, including divisions tasked with law enforcement or investigatory functions.

10. Seat Belt Use. The Recipient agrees to implement Executive Order No. 13043, “Increasing Seat Belt Use in the United States,” April 16, 1997, 23 U.S.C. § 402 note, (62 Fed. Reg. 19217), by: (1) Adopting and promoting on-the-job seat belt use policies and programs for its employees and other personnel that operate company-owned vehicles, company-rented vehicles, or personally operated vehicles; and

(2) Including a “Seat Belt Use” provision in each third party agreement related to the Award.

11. Distracted Driving, Including Text Messaging While Driving – The Recipient agrees to comply with: (1) Executive Order No. 13513, “Federal Leadership on

Reducing Text Messaging While Driving,” October 1, 2009, 23 U.S.C. § 402 note, (74 Fed. Reg. 51225);

(2) U.S. DOT Order 3902.10, “Text Messaging While Driving,” December 30, 2009; and

(3) The following U.S. DOT Special Provision pertaining to Distracted Driving: (i) *Safety*. The Recipient agrees to adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers, including policies to ban text messaging while using an electronic device supplied by an employer, and driving a vehicle the driver owns or rents, a vehicle Recipient owns, leases, or rents, or a privately-owned vehicle when on official business in connection with the Award, or when performing any work for or on behalf of the Award;

(ii) *Recipient Size*. The Recipient agrees to conduct workplace safety initiatives in a manner commensurate with its size, such as establishing new rules and programs to prohibit text messaging while driving, re-evaluating the existing programs to prohibit text messaging while driving, and providing education, awareness, and other outreach to employees about the safety risks associated with texting while driving; and

(iii) *Extension of Provision*. The Recipient agrees to include the preceding Special Provision of section 34(b)(3)(i) – (ii) of this Master Agreement in its third party agreements, and encourage its Third Party Participants to comply with this Special Provision, and include this Special Provision in each third party sub agreement at each tier supported with federal assistance.

12. Suspension and Debarment

- a. This Agreement is a covered transaction for purposes of 49 CFR Part 29. As such, the Contractor is required to verify that none of the Contractor, its principals, as defined at 49 CFR 29.995, or affiliates, as defined at 49 CFR 29.905, are excluded or disqualified as defined at 49 CFR 29.940 and 29.945.
- b. The Contractor is required to comply with 49 CFR 29, Subpart C and must include the requirement to comply with 49 CFR 29, Subpart C in any lower tier covered transaction it enters into.
- c. By signing this Agreement, the Contractor certifies as follows: The certification in this clause is a material representation of fact relied upon by District. If it is later determined that the Contractor knowingly rendered an erroneous certification, in addition to remedies available to District, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The Contractor agrees to comply with the requirements of 49 CFR 29, Subpart C while this offer is valid and throughout the term of this Agreement. The Contractor further agrees to include a provision requiring such compliance in its lower tier covered transactions.



MEMORANDUM

Date: March 27, 2024

To: Tahoe Transportation District (TTD) Finance and Personnel Committee

From: TTD Staff – Joanie Schmitt, CFO

Subject: Review, Discussion, and Recommend Approval of the Fiscal Year 2025 Proposed Budget and Work Program

Action Requested:

It is requested the Committee hear the item, discuss the Fiscal Year 2025 (FY25) proposed budgets based on the work program and recommend approval to the TTD Board of Directors.

Fiscal Analysis:

The fiscal analysis for the salary comparability item is the basis for the proposed budget for personnel. The balance of the proposed budget addresses operational revenues and expenditures related to Transit Operations (TO), Capital Improvement Projects (CIP), Parking Systems (PS), and the General Fund accounts.

The FY25 proposed budget (Attachment A) totals \$19,584,169 in expenses and \$25,823,670 in expected revenue.

The following is a recap of FY25 Increase / (Decrease) by Fund

General	\$36,202
CIP (Reimb Grant Program)	\$770
Transit Operations	\$6,042,267
Parking System	\$160,262
Government Fund Account	(\$15,000)
<i>(Reconciling Item to the Governmental Accounts)</i>	

The PS budget was developed with the SR 28 Corridor Management Team (CMT). The CMT has recommended approval of the budget to TTD’s Board of Directors. Expenses are projected to total \$349,280 for both the Point of Sale (POS) and Non-Compliance programs. Estimated costs to be incurred under POS include operations and maintenance of the parking lots and trail.

Work Program Analysis:

The work program containing the work elements for FY25 can be found in Attachment B. The personnel and hours have been adjusted in the FY25 budget at 62 full-time (39 represented and 23 non-represented). There are a total of 17 part-time and extra-board employees (9 non-

JS/ja

AGENDA ITEM: IX.B.
FPC AGENDA ITEM: III.C.

represented part-time and 8 represented extra-board) for a total of 79 at 146,345 work hours for the fiscal year.

The initial appropriation of hours is budgeted as follows and is subject to change if additional funding is received.

Work Element 1	2,984
Work Element 2	6,725
Work Element 3	6,105
Work Element 4	127,104
Work Element 5	499
<u>Work Element 6</u>	<u>2,928</u>
Total Hours for FY25:	146,345

Background:

Staff develops an annual budget to bring to the Board for adoption. The budget is based on the anticipated work program with projected hours, anticipated professional services and contracts, operational projections and anticipated revenues. The budget is developed in accordance with TTD’s financial policies, summarized as follows:

Budgeting Policy:

- TTD shall maintain a structurally balanced budget, where revenues equal or exceed expenditures.
- TTD shall prepare an annual budget that is presented to the Board for adoption 60 days prior to the beginning of the fiscal year.
- Budgets will be prepared in accordance with generally accepted accounting principles, using the modified accrual basis of accounting for the governmental funds and full accrual basis of accounting for the proprietary fund(s).
- The level of budgetary control (the level at which expenditures cannot legally exceed the appropriated amount) is established at the fund level.
- The Chief Financial Officer (CFO) shall submit regular operating reports to TTD’s Finance Committee, comparing actual revenues and expenditures with budgeted revenues and expenditures.
- Board approval is required for budget revisions that affect the total appropriations of each fund.
- Appropriations lapse at the end of the fiscal year unless they are re-appropriated through the formal budget process.

Discussion:

For FY25, TO has budgeted for twenty-five full-time bus operators and eight extra-board operators for a total of 58,389 hours by utilizing a California SB125 grant. The budget is based on current service, plus 30-minute headways on Route 50. This is predicated on staffing levels being met and maintaining funding revenues. TTD continues to recruit licensed operators, as well as non-CDL operators and provide CDL training for them. TTD has consistently been meeting scheduled services.

On the CIP side, the work program focuses mostly on the SR 28 Corridor projects, Regional Revenue development, the facility site assessment for the Maintenance and Admin facility, US 50 Community Revitalization Project, the Zero Emission Fleet Conversion Plan; Intelligent Sensor Integration Project, and transit capital purchases. All eligible costs incurred, including personnel, will be reimbursed from Federal grants and local match.

The status of the General Fund has begun stabilizing, with the inclusion of \$330,000 annually from the State of Nevada biennial budget for FY24 and FY25. Local efforts are budgeted to continue in FY25 at the same funding levels. Costs that can be directly charged to other programs will continue. The 10 percent reimbursement for the Indirect Costs Allocation Plan (ICAP) will continue to be received from the Capital Improvement Program fund and has been discounted to \$250,000 from the Transit Fund.

Unfortunately, the state of California has not included a two-thirds match to the Nevada funds for the second year due to budget deficits. TTD will continue pursuing, with TRPA's assistance, \$670,000 annual budgetary revenue from the state of California, targeted to begin in FY26. This will result in TTD's General Fund receiving \$1 million annually between the two states.

Staff is requesting a recommendation of adoption of the FY25 budget and work program.

Additional Information:

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

Attachments:

- A. Proposed FY25 Work Program Outline
- B. Proposed FY25 Budget

Tahoe Transportation District
Proposed FY25 Budget
By Fund Type

	TOTAL	GENERAL	CIP	TO	Parking System (PS)	GFA
Revenues						
Federal Grants	\$ 20,341,708	\$ -	\$ 14,422,329	\$ 5,919,379	\$ -	\$ -
State / Local	4,620,413	505,000	1,346,413	2,769,000		
Contributions	166,051	21,500	144,551			
General Revenues	86,120	86,000		120		
Charges for Services	555,096	49,554		10,000	495,542	
Special Items	54,282	12,000	782	27,500	14,000	
TOTAL REVENUES	\$ 25,823,670	\$ 674,054	\$ 15,914,075	\$ 8,725,999	\$ 509,542	\$ -
Expenses						
Personnel	\$ 6,794,085	\$ 587,903	\$ 499,818	\$ 5,612,468	\$ 93,896	\$ -
Admin Support (ICAP)		(301,709)	51,709	250,000		
Contracts	8,329,710		8,217,660		112,050	
Fuel	446,000			446,000		
Other Operating	2,775,448	334,452	174,629	2,123,033	143,334	15,000
Depreciation & Disposal of Fixed Assets and Warranties	1,143,147			1,143,147		
Capital Outlay	77,381			77,381		
Taxes and Interest*	18,398	1,000		17,398		
TOTAL EXPENSES	\$ 19,584,169	\$ 621,646	\$ 8,943,816	\$ 9,669,427	\$ 349,280	\$ 15,000
Other Funding Sources						
In (Revenues)	\$ (8,954,195)	\$ -	\$ (992,353)	\$ (7,961,842)	\$ -	\$ -
Out (Expenses)	8,954,195	16,206	7,961,842	976,147		
TOTAL OTHER FUNDING SOURCES	\$ -	\$ 16,206	\$ 6,969,489	\$ (6,985,695)	\$ -	\$ -
Increase / (Decrease) to Fund Balance	\$ 6,239,501	\$ 36,202	\$ 770	\$ 6,042,267	\$ 160,262	\$ (15,000)

* Interest is included in the upcoming TO Detail under Operating Expenses

Tahoe Transportation District
Proposed FY25 Budget
Personnel Costs

FY 25 Budget	General Fund	Stateline to							CIP Total
		US 50	Rec Travel	Stateline Bikeway (Parking Lots)	Facility Plan	Intelligent Sensor Integration	TO Capital Program		
PERSONNEL									
Salaries & Wages	\$ 389,026	\$ 39,276	\$ 25,278	\$ 175,240	\$ 73,097	\$ 11,046	\$ 3,001	\$ 326,938	
Admin/Vac/Sick	58,130	6,393	4,115	28,528	11,900	1,798	489	53,223	
Medicare	6,483	662	426	2,955	1,232	186	51	5,512	
SUTA	1,323	135	87	601	254	38	10	1,125	
ETT	7	1	1	3	1	0	0	6	
Nationwide - SSRP	33,541	3,426	2,205	15,284	6,376	963	262	28,516	
FICA	1,729	177	114	788	328	50	13	1,470	
Nationwide - Retirement	16,770	1,712	1,102	7,643	3,188	482	131	14,258	
Health Insurance	60,080	6,136	3,949	27,375	11,420	1,726	469	51,075	
Dental Insurance	3,522	360	232	1,605	669	101	27	2,994	
Life/STD Insurance	1,062	109	69	484	202	31	8	903	
Vision Care Insurance	662	68	44	302	125	19	5	563	
Workers Compensation	15,568	1,590	1,023	7,094	2,960	447	121	13,235	
Total Personnel	\$ 587,903	\$ 60,045	\$ 38,645	\$ 267,902	\$ 111,752	\$ 16,887	\$ 4,587	\$ 499,818	

FY 25 Budget	Baseline Assumptions		TOTAL
	TO	Parking Systems	
PERSONNEL			
Salaries & Wages	\$ 3,662,039	\$ 72,862	\$ 4,450,865
Admin/Vac/Sick	582,736	4,393	698,482
Medicare	61,547	1,121	74,663
SUTA	14,512	508	17,468
ETT	504		517
Nationwide - SSRP	113,127	2,354	177,538
FICA	175,501	2,965	181,665
Nationwide - Retirement	97,396	1,176	129,600
Health Insurance	502,757	4,213	618,125
Dental Insurance	12,375	247	19,138
Life/STD Insurance	3,974	74	6,013
Vision Care Insurance	2,495	46	3,766
Workers Compensation	383,505	3,937	416,245
Total Personnel	\$ 5,612,468	\$ 93,896	\$ 6,794,085

Represented employees:
Currently negotiating with the Union on a new CBA
Details/changes to follow once both sides are in agreement

Non-Represented employees are budgeted to receive a one step increase if eligible, using the Modified Salary Table

Renewal of part-time Civil Engineer, 1040 Hours, \$104/hour, no fringe benefits
Wage outside Salary Table - Same terms as FY24 (1 PT)

Represented employees health insurance calculated six months at current rates and six months with 6% increase

Non-Represented employees health insurance calculated five months at current rates and seven months with an 18% increase

JS/ja

Tahoe Transportation District
Proposed FY25 Budget
General Fund

Revenues		Notes
State / Local		
Nevada	\$ 330,000	
Douglas County	50,000	
Washoe County	37,500	
Placer County	52,500	
El Dorado County	30,000	
Carson City	<u>5,000</u>	
Total State / Local Revenue	\$ 505,000	
Contributions		
STPUD	\$ 21,500	
General Revenues		
Rental Car Mitigation Fees	\$ 85,000	
Miscellaneous	<u>1,000</u>	
Total General Revenues	\$ 86,000	
Charges for Services		
Administrative Fees	\$ 49,554	10% of PS revenues
Special Items		
Interest Revenue	<u>\$ 12,000</u>	Interest on savings
Total Revenues	\$ 674,054	
Expenses		
Personnel	\$ 587,903	
Admin Support Fees	(301,709)	Transit Ops \$250,000, CIP \$51,709
Other Operating Expenses		
Professional Services	34,475	Infinity (IT) \$6,000, Wildcreek (financial software) \$7,000, High Sierra (copiers) \$1,500, background checks \$675, Axiom (timekeeping) \$3,600, NV work comp \$800, Esmart (W2's) \$500, misc \$14,400
Legal	25,000	
Audit	37,910	
Facility Rent	49,200	TRPA (incl. utilities) \$45,600, storage unit \$2,100, meeting rooms \$1,500
Telephone	15,846	
Supplies	28,300	TRPA \$17,100, HR supplies \$250, Other \$950, Computer Equipment \$10,000
Insurance	39,240	ERMA (ELPI) \$30,000, Crime \$1,200, Cyber \$8,040

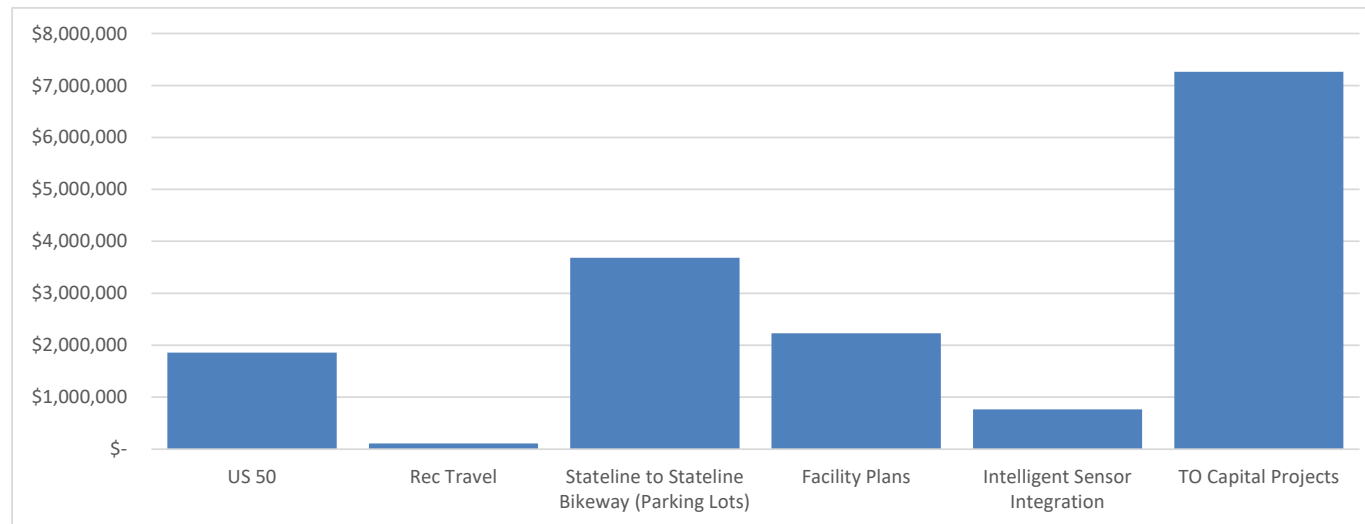
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Tahoe Transportation District
Proposed FY25 Budget
General Fund

Other Operating Expenses Continued		
Advertising & Public Relations	1,500	
Reproduction & Printing	750	
Postage	425	
Dues, Subscriptions & Publications	21,006	
Transit Management - No Shore	20,000	
Training	6,500	
Travel	11,100	Airfare \$3,650, per diem \$5,500, auto \$1,950 (includes 2 trips to DC)
Bank Fees	3,200	
Events	1,500	
Repairs & Maintenance	15,000	NV office front entrance remodel
Miscellaneous Expenses	23,500	Board Members mandatory NV Workers Comp \$3,500, contingency \$20,000
Total Other Operating Expenses	<u>\$ 334,452</u>	
Taxes and Interest		
Interest	1,000	LOC Interest
Total Taxes and Interest	<u>\$ 1,000</u>	
Total Expenses	\$ 621,646	
Other Funding Sources - Revenues		
Revenues		
Transfers (In) Revenue	\$ -	
Transfers (Out) Expense	16,206	Match for NDOT Rec Travel and Corridor Coordination grants
Total Other Financing Sources	<u>\$ 16,206</u>	
Total Expenses and Other Funding Sources	\$ 637,852	
Increase /(Decrease) to Fund Balance	\$ 36,202	

Tahoe Transportation District
Proposed FY25 Budget
Capital Improvement Program

Funding Source	Total	US 50	Rec Travel	Stateline to Stateline Bikeway (Parking Lots)	Facility Plans	Intelligent Sensor Integration	TO Capital Projects
Revenues							
Federal Grants							
Surface Transportation Block Grant	\$ 4,443,240	\$ 1,149,489	\$ 112,544	\$ 2,921,698	\$ 259,509		
Highway Infrastructure Program (HIP)	345,655	345,655					
Congestion Mitigation and Air Quality Infrastructure	362,719	362,719					
Transportation Alternatives Program	90,177			90,177			
US Department of Transportation	490,449			490,449			
US Department of Fish & Wildlife	768,023					768,023	
FTA 5339	73,567				73,567		
FTA 5310	7,777,929				737,137		7,040,792
	70,570						70,570
State / Local							
California Sustainable Transportation Planning	105,201				105,201		
California SB125 - Transit and Rapid Rail Pgm	1,091,743				1,040,199		51,544
Washoe County	35,810			35,810			
Douglas County	13,659				13,659		
TDA - State of Good Repair	100,000						100,000
Contributions							
Contributions/Grant Match	144,551			144,551			
Special Item							
Interest on Advances	782			422	360		
Total Capital Grants & Contributions	\$ 15,914,075	\$ 1,857,863	\$ 112,544	\$ 3,683,107	\$ 2,229,632	\$ 768,023	\$ 7,262,906
	100.00%	11.67%	0.71%	23.14%	14.01%	4.83%	45.64%



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Tahoe Transportation District
Proposed FY25 Budget
Capital Improvement Program

	Total	US 50	Rec Travel	Stateline to Stateline Bikeway (Parking Lots)	Facility Plans	Intelligent Sensor Integration	TO Capital Projects
Expenses							
Operating							
Personnel	\$ 499,818	\$ 60,045	\$ 38,645	\$ 267,902	\$ 111,752	\$ 16,887	\$ 4,587
Admin Support (ICAP)	51,709	7,722	3,865	26,328	11,226	2,111	457
Contract Services	8,217,660	1,737,978	75,957	3,377,687	2,282,744	743,294	
Professional Services	74,003	21,003					53,000
Other Operating Expenses							
Legal Services	38,382	8,424		11,541	16,917		1,500
Reproduction & Printing	5,397	5,397					
Rent Meeting Room	3,517	1,317		2,200			
Supplies	3,815	665		1,650		1,500	
Advertising / Outreach	14,112	5,512		4,600	4,000		
License & Permits	5,750						5,750
Postage	1,000	1,000					
Training	6,662	1,662					5,000
Travel - Per Diem	9,594	2,788				1,606	5,200
Travel - Airfare	8,992	3,292				2,500	3,200
Travel - Auto	3,393	1,058		1,060	550	125	600
Bank Fees	12				12		
Total Operating Expenses	\$ 8,943,816	\$ 1,857,863	\$ 118,467	\$ 3,692,968	\$ 2,427,201	\$ 768,023	\$ 79,294
Capital Outlay							
Over \$5000	\$ 7,884,461	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,884,461
Under \$5000	77,381						77,381
Reimb Capital Expenses	(7,961,842)						(7,961,842)
Total Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Financing Sources (Rev) Exp							
Transfer (In) Out	\$ (992,353)	\$ -	\$ (5,923)	\$ (10,283)	\$ (197,917)		\$ (778,230)
Capital Outlay (In) Out	7,961,842						7,961,842
Total Other Financing Sources	\$ 6,969,489	\$ -	\$ (5,923)	\$ (10,283)	\$ (197,917)	\$ -	\$ 7,183,612
Total Expenses, Outlay and Other Financing Sources	\$ 15,913,305	\$ 1,857,863	\$ 112,544	\$ 3,682,685	\$ 2,229,284	\$ 768,023	\$ 7,262,906
Increase / (Decrease) to Fund Balance	\$ 770	\$ -	\$ -	\$ 422	\$ 348	\$ -	\$ -

JS/ja

Tahoe Transportation District
Proposed FY25 Budget
Transit Capital Purchases and Transfers

Transit Capital Purchases	Funding Source Detail	Transfer to TO	Transit Capital Purchases	Funding Source Detail	Transfer to TO
Four Gillig Hybrid Buses		3,757,956	3,753,956	Four Bus Stop Improvements	82,000
FTA 5339 C - FY23	C8.4	3,400,000		NDOT 5339	65,600
FTA 5310 - FY17-19	C10.2	35,187		* FY24 TDA	16,400
* FY22 TDA	C8.4	317,225			
** FY25 TDA	C8.4	5,544			
Four Gillig Diesel Bus Purchases (Final Installment)		2,463,444	2,459,444	*** EV Equipment FTA 5339 C - FY22	50,750
NDOT 5339	C12C	2,080,800		Bus Stop Sign Replacement	45,000
FTA 5310 - FY23	C10.4	35,383		Licensing (Syncromatics) IVR-SMS	5,750
* FY22 TDA	C12C	90,415			
* FY24 TDA	C12C	33,710			
** FY25 TDA	C12C	223,136			
Six AWD or 4WD Passenger Vans		821,832	817,332	*** Equipment FTA 5339 UZA - FY21	17,381
NDOT 5339	C12C	520,200		Three Bear Boxes	5,400
FTA 5339 UZA - FY19	C8.9.3	118,509		Shelter Lighting	7,500
FTA 5339 UZA - FY21	C8.9.5	91,323		LED Screen and Enclosure	1,500
* FY24 TDA	C12C	71,000		Misc Equipment	2,981
** FY25 TDA	C12C	20,800			
Two EV Passenger Vans		624,519	622,269	*** EV Equipment FTA 5339 C - FY18	22,250
FTA 5339 UZA - FY17	C8.9.1	24,519		Insulated Tools	22,250
FTA 5339 C - FY19	C8.3	600,000			
Support Equipment - Skid Steer		110,000	110,000	EV Microtransit Vans	51,544
FTA 5339 UZA - FY19	C8.9.3	49,460		SB-125	51,544
FY25 State of Good Repair	C8.9.3	60,540			
Misc Equip - TBD		39,460	39,460		0
FY25 State of Good Repair	C8.9.5	39,460			
Total CIP for Transit and Transfer		\$ 8,041,136	\$ 7,961,842		

***	Transfer to Expense Under \$5K	\$ 77,381
	Transfer to Fixed Assets	\$ 7,884,461
	Total Transfer of Capital Outlay from CIP fund to TO fund	\$ 7,961,842

*	Transfers from Transit Ops Restricted (TDA Grant Match)	\$ 528,750
**	Transfers from Transit Ops FY25 (TDA Grant Match)	\$ 249,480
		\$ 778,230

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Tahoe Transportation District
 Proposed FY25 Budget
 Transit Operations Fund

Operations		
Revenues		
Federal Grants		
FTA 5311	\$ 1,196,991	Rural - Operations, Administrative, Preventive Maintenance (PM) Expenses
FTA 5307	3,693,438	Urban - Operations, Administrative, Preventive Maintenance (PM) Expenses
FTA 5307 Originally from Congestion Mitigation Air Quality	1,000,000	Urban - Operations & Administrative Expenses
FTA 5310	28,950	Urban - Americans Disability Act - Operation Expenses
Total Federal Grants	\$ 5,919,379	
State/ Local Funding		
NV State Parks	\$ 85,000	SR28 summer service
El Dorado County	5,000	Balance of FY24 allocation
TDA - LTF	1,200,000	FY25 final estimates expected by October 2024
TDA - STA	700,000	FY25 final estimates expected by October 2024
CA SB 125	500,000	Microtransit
Low Carbon Transit Operations Program (LCTOP)	279,000	CA program funding every other year
Total State Funding	\$ 2,769,000	
General Revenues		
Miscellaneous	\$ 120	
Charges for Services		
Farebox Revenue	\$ -	FY25 zero fares
Electrification Credits	10,000	Electrification credit applied to Farebox Recovery
Pass Sales	-	FY25 zero fares
Total Charges for Services	\$ 10,000	
Special Items		
Sale of Fixed Asset	\$ 2,500	
Interest Revenue	25,000	Interest on savings account
Total Special Items	\$ 27,500	
TOTAL REVENUES	\$ 8,725,999	
Operating Expenses		
Personnel	\$ 5,612,468	
Admin Support (ICAP)	\$ 250,000	
Fuel - Diesel	\$ 400,000	Anticipating 30 minute headways
Utility - Electrification	46,000	
Total Fuel/Utility	\$ 446,000	

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Tahoe Transportation District
Proposed FY25 Budget
Transit Operations Fund

Operations

Other Operating Expenses, excl Depreciation & Warranties			
Repair and Maintenance	\$	559,860	See TO Supplemental Schedule for Detail
Insurance		350,000	
Professional Services		255,250	See TO Supplemental Schedule for Detail
Facility Rent		208,496	Shop St \$48,000, CSLT transit centers \$147,973, copier \$3,300, Middle Elementary School parking lot \$8,723, meeting room \$500
Facility Utilities		121,000	
Telephone		57,500	
Sales Tax on Fuel		700	
Reproduction & Printing		2,000	
Supplies		62,500	Includes \$7,500 for computer equipment
Uniforms		14,250	
Postage		1,500	
Advertising & Public Relations		100,000	\$75K Short Range Transit Plan, \$25K recruitment
License & Permits		1,500	
Dues, Subscriptions and Publications		1,500	
Subscriptions - Software		37,000	See TO Supplemental Schedule for Detail
Subscriptions - Software Amortization & Interest		162,761	See TO Supplemental Schedule for Detail
* Subscriptions - Software Interest		17,398	See TO Supplemental Schedule for Detail
Legal Services		30,000	
Travel and Training		57,716	
Bank Fees		7,000	
Events		7,500	
EE Compensated Absences		35,000	
Miscellaneous Expenses		50,000	\$5,000 misc expenses, \$45,000 contingency
Total Other Operating Prior to Depreciation and Warranty	\$	<u>2,140,431</u>	
Depreciation, Warranties and Disposal of Capital Assets	\$	1,143,147	
Capital Outlay			
Equipment under \$5000	\$	77,381	
Other Funding Sources - Revenues			
Capital (In) Out	\$	(7,961,842)	See CIP Transit Ops Detail
Transfers (In) Out		976,147	TDA for Capital TO equipment match \$778,230, Facility Plan match \$197,917
	\$	<u>(6,985,695)</u>	
Total Expenses, Outlay and Other Funding Sources	\$	<u>2,683,732</u>	
Increase / (Decrease) to Fund Balance	\$	6,042,267	

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Tahoe Transportation District
Proposed FY25 Budget
Transit Operations Supplemental Schedule

Repairs & Maintenance

Maintenance Work Orders	181,000
Outside Contractor	225,000
Off-site Tire Service	15,000
Fluids & Oils	30,000
Consumables	32,000
Delivery	7,000
Core Taxes	60
Other	15,000
Equipment Rental	2,500
Equipment under \$5K	30,000
Passenger Amenities	16,000
Write Off	5,000
Write Off from Inventory Sales	2,500
Parts Auction Revenue	(1,200)

Total Repairs & Maintenance \$ **559,860**

Professional Services

IT Support	59,122
Misc - Contingency	50,000
Uniform Services	19,075
Snow Removal	15,000
Radio Support	14,128
Lift Repairs	10,965
Short Range Transit Plan	10,000
On Demand Integration (one-time) FY25 only	10,000
Drug Testing	6,281
Background Checks	6,135
Septic Pumping/ Services	6,090
ESE Restrooms	5,800
Timekeeping Support	5,763
Overhead Doors - Shop Street	5,250
ESE Fence Rental Installation	4,200
Bio Hazard Material Pick Up	4,173
Water at Shop St	2,750
Employee Pull Notices	2,640
Copier Repair	2,522
Fire Alarm Monitoring	2,500
Pressure Washer Up-Keep	2,500
Snowblower Repairs	2,500
SREC Trade Fees	2,500
DMV Physicals	1,949
Translation Services	1,135
AC Repairs at Shop Street	1,050
Printing Design	1,050
Scrap Fees	172

Total Professional Services \$ **255,250**

Software Subscriptions

Non-Rev Vehicle Maint Tracking Software	4,668
Urban Solar Software - Bus Stop Lighting	10,260
Website Support	7,500
Office 365	6,978
Adobe Licenses	1,176
Domains & Websites	417
Memberships	282
Video Surveillance Subscriptions	435
Payroll Software Licensing	2,957
Anti-Virus Software	1,924
Backup Software	403

Total Software Subscriptions \$ **37,000**

Amortization & Interest Software Subscriptions

Transit Mgmt Information System Software, incl training	\$ 50,004
Run-Cutting and Bid Development Software Support	36,400
Synchromatics Software	54,396
Paratransit Software	6,759
Transit App Support	9,600
On Demand Micro Integration (on-going support)	18,000
GTFS Integration	5,000

Total Software Subscriptions \$ **180,159**

Cost per Revenue Hour	
Total Operating (Excl Deprec/Warranties)	8,448,899
Less	
NV State Parks	(85,000)
Electrification Credit Farebox Replacement	(10,000)
Net Expense	8,353,899
Total Revenue Hours	36,544
Total Cost per Rev Mile	\$ 228.60

Tahoe Transportation District
Proposed FY25 Budget
Parking Management Systems

	Parking Systems Total	Parking Systems Operations	Parking Systems Non Compliance
Revenues			
Charges for Services			
Parking Revenue	\$ 455,542	\$ 455,542	\$ -
Non - Compliance Revenue	40,000		40,000
Total Charges for Services	<u>\$ 495,542</u>	<u>\$ 455,542</u>	<u>\$ 40,000</u>
Special Items			
Interest Revenue	<u>\$ 14,000</u>	<u>\$ 14,000</u>	<u>\$ -</u>
TOTAL REVENUES	\$ 509,542	\$ 469,542	\$ 40,000
Expenses			
Personnel	\$ 93,896	\$ 48,596	\$ 45,300
Contracts	\$ 112,050	\$ 112,050	\$ -
Other Operating			
Professional Services	\$ 51,980	\$ 46,935	\$ 5,045
Legal Services	6,000	3,000	3,000
Telephone	2,000	1,000	1,000
Supplies	2,000	1,000	1,000
License & Permits	200	100	100
Subscriptions	600	300	300
Repairs & Maintenance	2,500	2,500	
Admin Fees	49,554	45,554	4,000
Travel - Auto	500	250	250
Bank Fees / CC Fees	28,000	28,000	
Misc Fees	0		
Total Other Operating	<u>\$ 143,334</u>	<u>\$ 128,639</u>	<u>\$ 14,695</u>
Depreciation and Disposals	\$ -	\$ -	\$ -
TOTAL EXPENSES	\$ 349,280	\$ 289,285	\$ 59,995
Increase /(Decrease) to Fund Balance	\$ 160,262	\$ 180,257	\$ (19,995)

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Tahoe Transportation District
 Proposed FY25 Budget
 Governmental Fund Assets

	GFA Total
Revenues	\$ -
Expenses	
EE Compensated Absences	\$ 15,000
Depreciation	<u>0</u>
Total Expenses	<u>\$ 15,000</u>
Increase / (Decrease) to Fund Balance	\$ (15,000)

Tahoe Transportation District
Proposed FY25 Budget
By Work Element

WE	Total	General	CIP	Transit Ops	PS	GFA	Hours
1	\$ 231,521	\$ 231,521	\$ -	\$ -	\$ -	\$ -	2,984
2	\$ 814,445	634,715		179,730		15,000	6,725
3	\$ 8,974,908	14,812	8,746,055	214,041			6,105
4	\$ 18,334,149	41,210	8,041,136	10,251,803			127,104
5	\$ 135,770	17,303	118,467				499
6	\$ 349,280				349,280		2,928
Total	\$ 28,840,073	\$ 939,561	\$ 16,905,658	\$ 10,645,574	\$ 349,280	\$ 15,000	146,345

(1) (2) (3) (4)

Based on Budgets by Fund (Cover Page)

- (1) General Fund Total Expenses (excluding Admin Support) plus Other Funding Sources Expenses
- (2) CIP Fund Total Expenses plus Other Funding Sources Expenses
- (3) TO Fund Total Expenses plus Other Funding Sources Expense
- (4) GFA is a reconciling item on the Governmental Funds (General and CIP) financial statements

EE Breakouts

	Hours
Represented EE's - 39 Full-time	89,475
Represented EE's - 0 Part-time/8 X-Board	2,600
Non-Represented EE's - 23 Full-time	49,000
Non-Represented EE's - 9 Part-time	5,270
Total Employee Hours	146,345

Total Employees

Full-time	62
Part-time and X-Board	17
Total	79

FISCAL YEAR 2025 (FY 25) WORK ELEMENTS

WORK ELEMENT 1: TTD ADMINISTRATION AND OUTREACH

- 1.1 – Board Relations, Policy Meetings, Community Relations
- 1.2 – Work Program and Budget Development and Management
- 1.3 – Report/Coordinate with TMPO, State DOTs, FTA, FHWA, Local/Regional Transportation Organizations

WORK ELEMENT 2: PROGRAM MANAGEMENT FOR PROJECTS AND SERVICES

- 2.2 – Capital Improvement Program Development and Management
- 2.5 – Fiscal Administration and Controls, Risk Management, Record Keeping
- 2.7 – Human Resources

WORK ELEMENT 3: TTD PROJECT DEVELOPMENT AND IMPLEMENTATION

- 3.1 – US 50/South Shore Community Revitalization Project
- 3.3 – Nevada Stateline to Stateline Bikeway Project
 - 3.3.2 – North Demo – Phase II (North Lot Parking)
 - 3.3.3 – Central Corridor - Phase III
 - 3.3.3A – Chimney Beach to Secret Harbor
 - 3.3.3B – Sand Harbor to Thunderbird Cove
 - 3.3.5 – Crystal Bay to Incline Village Trail
- 3.4 – SR 89 Fanny Bridge Community Revitalization Project
- 3.6 – Other Projects
 - 3.6.2 – Zero Emissions Fleet Plan
 - 3.6.3 – EV Infrastructure
- 3.11 – Transit Corp Yard Facility Project
 - 3.11.1 – Transit Corp Yard Improvements
- 3.16 – Corridors
 - 3.16.3 – SR28 Corridor Coordination
- 3.17 – Mobility Hubs
 - 3.17.1 – Incline Village Mobility Hub Project
 - 3.17.2 – Spooner Mobility Hub/EIS Station
- 3.18 – Transportation Resiliency Infrastructure
 - 3.18.5 – Communication/Technology Infrastructure (SMART)

WORK ELEMENT 4: TTD TRANSIT SERVICE AND ASSET MANAGEMENT

- 4.3 – Manage TTD Assets and Procurement Process
- 4.7 – Transit System Administration

WORK ELEMENT 5: CAPACITY DEVELOPMENT FOR PROJECTS AND TRANSIT SERVICE

- 5.1 – State and Local Revenue Development for Transportation Program
 - 5.1.2 – State and Local Revenue Development
- 5.2 – Legislative/ Association Coordination/ Development/ Outreach
- 5.4 – Tahoe Basin Corridor
 - 5.4.1 – Trans-Sierra

WORK ELEMENT 6: TTD PARKING SYSTEMS/FACILITIES OPERATIONS

- 6.1 – Park Tahoe
 - 6.1.1 – Parking Systems
 - 6.1.2 – Non-Compliance