



**Mail**

PO Box 5310  
Stateline, NV 89449-5310

**Location**

128 Market Street  
Stateline, NV 89449

**Contact**

Phone: 775-588-4547  
Fax: 775-588-4527  
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STAFF REPORT

Date: May 17, 2023  
To: TRPA Governing Board  
From: TRPA Staff  
Subject: Executive Director Compensation Increase

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Summary and Staff Recommendation:

In accordance with the signed offer letter for the position of Executive Director, Ms. Regan is eligible for a 2.5% pay increase after completing an initial 6-month evaluation period.

Required Motion:

In order to approve the compensation increase, the Board must make the following motion, based on the staff report:

- 1) A motion to increase the Executive Director's salary from \$195,037.00 to \$199,929.60.

In order for motion to pass, an affirmative vote of at least any eight board members is required.

Background:

In October 2022, the Governing Board voted to approve Julie Regan as the Executive Director. In November 2022, the Governing Board voted to authorize the Chair to execute an offer of employment for Ms. Regan, which included eligibility for a 2.5% pay increase upon completion of an initial 6-month review period. See Attachment A.

If approved, the pay increase will take effect on May 28<sup>th</sup>, the beginning of the pay period in which Mrs. Regan will have completed her first six (6) months in the position.

Contact Information:

For questions regarding this agenda item, please contact Angela Atchley, Human Resources and Organizational Development Director at (775) 589-5238 or [aatchley@trpa.gov](mailto:aatchley@trpa.gov).

Attachment:

- A. Executive Director Offer Letter

Attachment A

Executive Director Offer Letter



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November 16, 2022

Julie Regan  
711 W. Spear Street  
Carson City, NV 89703

RE: OFFER OF EMPLOYMENT

Dear Julie,

I am pleased to offer you the position of Executive Director with the Tahoe Regional Planning Agency and hope that you will accept this offer. This position is offered at an annualized salary of \$195,037. Your anticipated start date is November 28, 2022. The Executive Director position is a full-time exempt position with the following benefits, evaluation criteria, and separation options.

Benefits

TRPA's excellent employee benefit package includes the following:

- 10.77 hours of Paid Time Off (PTO) accrued per pay-period for sick and personal time away
- 13 paid holidays
- Money Purchase Pension Plan – in lieu of Social Security, the Agency contributes a dollar amount equal to eight percent of your annual salary towards your retirement. This plan has immediate participation and 100% vesting
- Supplemental Retirement Plan – the Agency contributes a dollar amount equal to 5.54 percent of your annual salary towards your retirement. This plan has immediate participation and 100% vesting
- Group Health Insurance: Medical, Dental, and Vision
- Employer Paid Life Insurance and Short-Term Disability
- Long-Term Disability (Voluntary)
- 457(b) Deferred Compensation Retirement Plan (Voluntary)
- Medical and Dependent Care Flexible Spending Accounts (Voluntary)

Evaluation Criteria

The initial evaluation will be conducted no later than six months after the start date and will include review of your personal development plan, work plan and priorities, and organizational adjustments including replacement of your current external affairs position. With the initial evaluation you will be eligible for up to a 2.5% increase. Subsequent evaluations will be conducted annually. The criteria for those evaluations are: 1.) satisfactory support of Governing Board operations including regular communications, monthly meetings, and an annual priority-setting session that results in an annual agency work plan and budget, 2.) progress on or completion of the core activities and initiatives in the approved work plan consistent with the approved budget unless the Governing Board approves revisions to the work plan and/or budget, 3.) demonstration of the attached core competencies which all TRPA employees have included in their performance plans, and 4.) input from stakeholders and

partner agencies that demonstrates a good faith effort at communication, coordination, and collaboration.

Separation Options

The options that the Governing Board can employ for separation are: 1.) immediate separation with no additional compensation if the separation is "with cause" which is defined as unsatisfactory performance based on agreed upon performance measures from the annual work plan and/or other GB requested initiatives, dishonesty, incompetence, willful misconduct, any breach of fiduciary duty involving personal profit, intentional failure to perform stated duties, or willful violation of any law, rule or regulation (other than traffic violations or similar offenses), or final cease-and-desist order; 2.) no additional compensation upon voluntary resignation or retirement; and 3.) 16 weeks full compensation if separated without cause. In all cases you will receive full payment for hours of previously accrued sick time and accrued Paid Time Off.

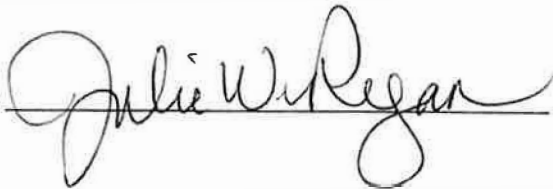
If you accept this offer, please sign below, and return this letter to Angela Atchley no later than close of business, Friday, November 25<sup>th</sup>. If you have any questions, please feel free to contact John Hester at (775) 589-5219 or [jhester@trpa.gov](mailto:jhester@trpa.gov), or Angela Atchley at (775) 589-5238 or [aatchley@trpa.gov](mailto:aatchley@trpa.gov).

Sincerely,



Cindy Gustafson, Chair  
Governing Board  
Tahoe Regional Planning Agency

Acceptance:



Date:

11-16-22