

TAHOE REGIONAL PLANNING AGENCY
OPERATIONS & GOVERNANCE COMMITTEE

TRPA/Zoom

September 25, 2024

Meeting Minutes

CALL TO ORDER AND DETERMINATION OF QUORUM

Chair Ms. Laine called the meeting to order at 8:32 a.m.

Members present: Ms. Bowman (for Mr. Aguilar), Ms. Gustafson, Ms. Laine, Mr. Rice

I. APPROVAL OF AGENDA

Mr. Cox stated that there were no changes to the agenda.
Ms. Laine deemed the agenda approved as posted.

II. APPROVAL OF MINUTES

Mr. Rice moved approval of the August 28, 2024 minutes as presented.
Motion carried.

III. [Discussion and possible recommendation for approval of August Financials](#)

TRPA Chief Financial and Administrative Officer, Mr. Chad Cox, introduced the item. Mr. Cox began by saying it was great to be back in the rhythm of the monthly financial after taking a couple of months off to finish the fiscal year and the audit which will be presented at the end of the year.

Regarding budget updates, in California, a budget change proposal for staff salary increases was submitted to the State of California earlier this year. The TRPA finance team has been working through the process and the proposal is currently under review by the Department of Finance. There have been interactions and questions from the Department. The process is on track and approval is expected sometime between now and the end of the year.

In Nevada, the Nevada Legislative Committee for review and oversight of the TRPA issued a working session document supporting the allocation of funds from the General Fund, ensuring continued funding at the one-third level. Additionally, the required budget request for the next biennium has been submitted to the Governor's Finance Office. Mr. Chad Cox

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added that the salary increases for 2025 have already been approved by the State of Nevada, and the next step is to secure approval for the distribution of the associated funding, which is expected to be completed later this year. Mr. Cox clarified that the discussion with Nevada was focused on the next biennium, specifically the 2026–2027 fiscal year. It's important to get the necessary information now so that preparations for that biennium can be made.

Moving on to the August year-to-date actuals (slide 6), which cover the months of July and August, revenues are currently at 31% of the budget, which is ahead of the target since we are two months into the fiscal year. This is mainly because the state's appropriations have been received, and planning fees are slightly ahead of budget expectations. Expenditures are at 8%, with compensation and contracts both on track.

Referencing slide 7 showing more detail on the revenues Mr. Cox noted that grant income remains minimal at this point, as grants are typically invoiced on a quarterly basis. The grant numbers are expected to rise in September and October as invoices are processed and funds are received. In terms of fees, Permitting & Compliance is currently 22% of the budget, which is solid progress for being two months into the fiscal year. AIS fees are slightly behind at 2%, but this is expected as it correlates with seasonal trends. Shoreline fees are at 10% of the budget, and overall, the fee collections are performing well compared to both historical data and budget expectations.

On the local revenue front, which includes income from the five counties, invoicing will occur in October and this will be reflected in the next quarter's results, with an expected amount of \$150,000.

Finally, regarding other revenues, which includes investment income, Mr. Cox reported that it is on track according to the budget. While the Federal Reserve recently implemented interest rate cuts, he does not anticipate this will significantly impact the investment income estimates, as most investments have maturities of one year or more, locking in returns for the remainder of the year.

Shifting to expenses (slide 8), Mr. Cox said compensation is at 14%, which is slightly below the budgeted 16% when considering a simple prorated calculation of two months. Mr. Cox explained that there is one open position they are working to fill. It took about a pay period to get everything effective for July, but the necessary actions for the staff have already been made, with the paycheck becoming effective in July. Contracts will also ramp up as grants are processed.

Mr. Cox added that some expenses, such as property tax and IT infrastructure, tend to fluctuate. For example, property tax for the quarter will be paid in September, so that number will increase. Although this line is currently behind budget, there are no concerns.

Moving on to cash flow for the August year-to-date (slide 9), Mr. Cox highlighted that cumulative cash flow stands at \$8.1 million dollars, which is typical because state funds come in at the beginning of the year, and spending happens progressively throughout the year. As a result, there is a significant chunk of cumulative cash flow at the start, and it decreases as the year goes on. Mitigation outflows have been minimal, but \$700,000 in disbursements were approved last month, so this will start trickling in as projects are implemented.

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Ms. Gustafson thanked Mr. Cox for his clear explanation of the items, anticipated variances, and important points to monitor.

Public Comments

None.

Committee Comments

Ms. Laine made a motion to approve the August Financials

Ayes: Ms. Bowman (for Mr. Aguilar), Mr. Bass, Ms. Hill, Ms. Gustafson, Mr. Rice, Ms. Laine

Motion carried.

IV. [Discussion and possible recommendation for approval of Release of \(\\$25,000\) in Excess Coverage Mitigation \(ECM\) Funds to the California Tahoe Conservancy for Land Bank Acquisition](#)

Ms. Tracy Campbell, TRPA Environmental Improvement Department, presented the item (slide 13) on behalf of the California Tahoe Conservancy. The request is for \$25,000 in Excess Coverage Mitigation funds to acquire a parcel of approximately 0.8 acres in the roadless portion of the Timberland Tract Subdivision, located between Homewood and Tahoe City.

The purpose of this acquisition is to preserve open space and wildlife habitat, as well as to protect water quality. The purchase aligns with the Conservancy's Strategic Plan Goal 4, which is to acquire environmentally sensitive lands and prevent future development by acquiring remaining private properties in Lake Tahoe's undeveloped subdivisions.

TRPA has a memorandum of understanding (MOU) with the Conservancy, and the use of these funds will be in conformance with that agreement. Ms. Amy Rutledge, a project manager with the Conservancy, joined online and is available to answer any questions.

Public Comments

Mr. Steve Teshara, on behalf of Sustainable Community Advocates, urged the committee to take the staff recommendation on this item.

Motion

Ms. Gustafson made a motion to recommend Governing Board approval of the release subject to the conditions in the staff report

Ayes: Ms. Bowman (for Mr. Aguilar), Mr. Bass, Ms. Hill, Ms. Gustafson, Mr. Rice, Ms. Laine

Motion carried.

V. [Release of El Dorado County Stream Environment Zone \(SEZ\) Mitigation Funds \(\\$45,000\) towards the Class I Bike Path: East San Bernardino - West San Bernardino](#)

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Ms. Tracy Campbell, TRPA Environmental Improvement Department, presented a request (slide 18) from El Dorado County for \$45,000.00 in SEZ funds towards the final implementation efforts of the East San Bernardino to West San Bernardino Bike Path. The Class 1 shared-use path and pedestrian bridge over the Upper Truckee River was completed toward the end of last year. It provides a crucial link to the pathway network between the North Upper Road neighborhood and the community of Meyers.

This project supports the Meyers Area Plan and the Linking Tahoe Active Transportation Plan. The funds will be used for final closeout work that was undertaken by the contractor this year, helping to backfill some of the costs. Additionally, these funds will fulfill a critical matching requirement for nearly \$2 million in federal support.

Mr. Dan Kikkert, Senior Civil Engineer with El Dorado County, joined online to answer any questions.

Public Comments

Mr. Steve Teshara, on behalf of Tahoe Chamber, offered support for this item/request. The Chamber have been following this project, and this is another good example of how the TRPA partners with local governments and other agencies to pass along mitigation funds for key projects in the region.

Motion

Ms. Laine made a motion to recommend Governing Board approval of the release subject to the conditions in the staff report.

Ayes: Ms. Bowman (for Mr. Aguilar), Mr. Bass, Ms. Hill, Ms. Gustafson, Mr. Rice, Ms. Laine
Motion carried.

VI. [Release of El Dorado County Air Quality Interest Mitigation Funds \(\\$52,983.65\), and Water Quality Interest Mitigation Funds \(\\$45,016.35\) for the South Tahoe Greenway - Upper Truckee Bridge at Johnson Meadow Project](#)

Ms. Tracy Campbell, TRPA Environmental Improvement Department, presented this item (slide 23), a request from El Dorado County for the South Greenway Upper Truckee Bridge at Johnson Meadow. The County is requesting just over \$45,000 in water quality interest funds and just shy of \$53,000 in air quality interest funds to be used toward the construction of approximately 1.2 miles of a Class 1 shared-use path. This includes the replacement of a heavily trafficked bridge over the Upper Truckee River, which was damaged during the winter storms of 2017.

This section of the Greenway will provide active transportation users with a critical link to Barton Hospital from the west, and the Tahoe Sierra neighborhood and Lake Tahoe Community College to the east.

The requested funds will be used for planning and contract specification. While regular principal funds couldn't be used for this purpose, interest funds offer more flexibility and will supplement a funding package that includes a Surface Transportation Block Grant of over \$250,000, as well as previously released TRPA Air Quality Mitigation funds of almost

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\$33,000.

Mr. Dan Kikkert, Senior Civil Engineer with El Dorado County, joined online to answer any questions.

Committee Comments & Questions

Chair Laine asked if the bridge was currently owned by the Tahoe Resource Conservation District (TRCD). Mr. Kikkert responded that the bridge is located within the property that TRCD currently owns and that the County is leading the delivery and implementation of the project. He added that the environmental document is currently out for public comment this month.

Ms. Laine asked if there is a financial relationship between the TRCD and El Dorado County to complete this project, or is it being done with grant funding? Mr. Kikkert said it's being done with grant funding, in partnership with other agencies such as the Forest Service, the Conservancy, TRPA, STPUD, and the City of South Lake Tahoe. He added that it's definitely a joint effort and that they also have an application with the Active Transportation Program and are hopeful to hear back in November. Ms. Laine said she applauds El Dorado County's decision to take the lead on this - the bridge has been dilapidated for a long time, and it'll be great to restore those connections.

Public Comments

Mr. Steve Teshara, on behalf of Tahoe Chamber, offered support for this item/request. The Chamber have been following this project, and this is another good example of how the TRPA partners with local governments and other agencies to pass along mitigation funds for key projects in the region.

Motion

Ms. Laine made a motion to recommend Governing Board approval of the release subject to the conditions in the staff report.

Ayes: Ms. Bowman (for Mr. Aguilar), Ms. Hill, Ms. Gustafson, Mr. Rice, Ms. Laine

Motion carried.

VII. [Release of El Dorado County Stream Environment Zone \(SEZ\) Mitigation Funds \(\\$28,000\) towards the Meyers Stream Environment Zone/Erosion Control Project](#)

Ms. Tracy Campbell, TRPA Environmental Improvement Department, presented this request (slide 28), from El Dorado County for \$28,000 in SEZ funds toward the Meyers Stream Environment and erosion control project.

Ms. Campbell said that in the 1960s, Meyers Creek was channelized linearly along the border of the Stream Environment Zone to make way for urban development. This SEZ Erosion Control Project aims to restore approximately 9 acres of SEZ through the reconnection of Meyers Creek to its floodplain, and the restoration of natural wetland processes.

This request focuses on the project area along East San Bernardino Avenue, from Bakersfield

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Street to San Diego Street, where a watershed catchment will be hydrologically disconnected from its existing uncontrolled drainage, and rerouted to a constructed wetland treatment system. This will reduce and mitigate the negative water quality impacts of the Meyers residential area on lake clarity, bringing benefits for improved water quality, ecosystem restoration, and flood control.

The project is scheduled for completion this year, and the requested funds will be used for implementation and unforeseen construction costs.

Public Comments

Mr. Steve Teshara, on behalf of Tahoe Chamber, offered support for this item/request. The Chamber have been following this project, and this is another good example of how the TRPA partners with local governments and other agencies to pass along mitigation funds for key projects in the region.

Motion

Mr. Rice made a motion to recommend Governing Board approval of the release subject to the conditions in the staff report.

Ayes: Ms. Bowman (for Mr. Aguilar), Ms. Hill, Ms. Gustafson, Mr. Rice, Ms. Laine

Motion carried.

VIII. [Recommendation for adoption of the 2025 Federal Transportation Improvement Program \(FTIP\)](#)

Ms. Judy Weber, TRPA Associate Transportation Planner, presented the item (slide 33). Over the past six months, the 2025 Federal Transportation Improvement Program, known as the FTIP, was developed, reviewed, and finalized. She's excited to present the final 2025 FTIP for adoption by the TMPO Board.

Ms. Weber explained that the FTIP is the core document of the Metropolitan Planning Organization (MPO) role, and it's how we administer and track the federal and various state transportation funding awarded to projects. As the MPO, TRPA are required to update the FTIP every two years, in cooperation with Caltrans, NDOT, and various local agencies. It's a four-year program of projects that have received federal funds, are regionally significant, or require federal action. These projects are maintained and tracked in the EIP Tracker database by the project implementer. The document must be consistent with the current Regional Transportation Plan as well as state and local plans.

The financial plan included in the FTIP aligns revenues with specific projects and ensures the plan is fiscally constrained by year. The FTIP also includes past accomplishments, state and federal performance measures, and demonstrates how the program of projects will help achieve the region's performance measure targets. It also requires TRPA Governing Board adoption as well as state and federal approval.

Federal regulations require the FTIP to be publicly noticed (slide 36) and provide opportunities for public review and comment. We achieved this through a 30-day public comment period and a public hearing. On July 18th, the draft document was publicly

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noticed for the comment period and circulated to federal, state, and local transportation partners, and made available on the TRPA website.

On August 7th, we held a public hearing at the Tahoe Transportation Commission meeting, seeking input on the draft document. Then, on August 16th, the public comment period was closed. After that, the FTIP was finalized, incorporating all comments, updates, and revisions.

In total, we received 12 comments, and they have been addressed in the final document. All comments can be found on page 117 of the packet - Attachment A, Final FTIP Appendix I. In response to the public comments, we updated funding sources, revised funding amounts, and added and removed projects for the project implementer. We added two new projects to the final document: the TRPA Resilience Improvement and Emergency Communications/Transportation Plan, and the Caltrans SHOPP (Safety Highway Operation and Protection Program).

A couple of changes were made to bicycle and pedestrian facilities. We added Placer County's Tahoe City Mobility Grove Street Intersection Improvements and removed El Dorado's Apache Avenue Pedestrian Safety and Connectivity project, which is now fully funded and received the notice to proceed this summer. We also made a few edits to the narrative sections, updating glossary terms and the Tahoe Transportation District Board listing.

The FTIP implements short-range projects in the Regional Transportation Plan (slide 38). The 2025 FTIP programs a total of 24 projects over the next four federal fiscal years—2025 through 2028. Twenty-two of these projects were carried forward from the 2023 FTIP for ongoing implementation. These projects support the achievement of regional transportation goals, improving safety, increasing connectivity, and preserving the environment.

Ms. Weber explained that the chart (slide 38) shows the breakdown of project share by mode. Out of the 24 projects, corridors have the highest share with 9 projects (38%), while highways/operations and maintenance and transit tie with 7 projects each (29%). Active transportation includes one grouped project for pedestrian facilities.

Some of the highlighted projects include the SR 28 Central Corridor Improvements, Kings Beach Western Approach, Kale Drive Complete Streets, Safety Improvements along Highway US 50, SR 28, and SR 89. We also have transit mobility hubs, fleet and administration facilities, and transit operations and capital for TTD (Tahoe Transportation District) and TART (Tahoe Truckee Area Regional Transportation). Additionally, there are active transportation projects on the North and South Shores.

The FTIP programs approximately \$193 million in this cycle (2025-2028). The chart (slide 39) shows the funding sources by totals and by year. Federal funding includes the annual apportionments for key programs such as the Congestion Mitigation and Air Quality (CMAQ) program and the Surface Transportation Block Grant (STBG). It also includes discretionary federal funding such as congressionally directed spending, earmarks, and grants like PROTECT and RAISE.

State funding includes sources from California and Nevada. For California, this includes

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Transportation Development Act (TDA) funds for transit operations, state highway programs, and general state funds. Nevada funding comes from gas tax, state funds, and bonds.

Local funding primarily includes city and county general funds, transient occupancy tax (TOT), and mitigation fees.

Slide 40 - On September 4, 2024, the Tahoe Transportation Committee recommended approval of the 2025 FTIP by the TMPO Governing Board. After today's action, we have two key dates remaining for final approval. Once adopted, on September 30, 2024, the document will be submitted to Caltrans and NDOT for state approval and inclusion in the Statewide Transportation Improvement Program (STIP).

On December 16, 2024, we expect final federal approval from the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). At that time, the 2023 FTIP will expire, and the 2025 FTIP will become the Active Regional TIP document.

Committee Comments & Questions

Ms. Julie Regan, TRPA Executive Director, thanked the committee for their review. She said that TRPA have usually taken these items through the Transportation Committee to link up with the Regional Transportation Plan. That committee did not meet this month, so she appreciated this committee review.

Ms. Regan acknowledged a public comment regarding NEPA and environmental review. It was interesting timing when El Dorado County jumped in to discuss their work on the bridge project while environmental review was underway. She clarified that environmental reviews happen separately. This is a funding and accounting document. She wanted to clarify for the record that this action does not require environmental review. Each individual project specified in this funding document has its own appropriate environmental review.

Chair Laine thanked Ms. Regan for the clarification and said that it is an important delineation. She then asked how far along a project has to be in its planning stage to be considered part of a document and a funding source like this. Ms. Weber responded that once a project has received federal funds it's programmed into the document. It can be at any phase of work, but as soon as it is awarded federal funding, it gets programmed into this document. It essentially "federalizes" the program or the project. When it's in this document, it allows the implementer to move forward with authorization of the funds.

Public Comment

Mr. Steve Teshara, on behalf of the Tahoe Chamber, supported affirmative action on this program, and thanked Ms. Weber, as a competent and dedicated shepherd of the FTIP program – she does a terrific job. He also appreciates Ms. Regan's explanation of the environmental review process and how it differs from this document.

Motion

Ms. Gustafson made a motion to recommend adoption of TMPO Resolution No. 2024- __ as set forth in Attachment A.

Ayes: Ms. Bowman (for Mr. Aguilar), Ms. Hill, Ms. Gustafson, Mr. Rice, Ms. Laine

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Motion carried.

IX. [Upcoming Topics](#)

Mr. Chad Cox, TRPA Chief Financial and Administrative Officer presented this item (slide 46).

In October we'll bring the Quarterly Treasurer's report for group review. We'll also present the FY 2025 Fee Schedule adjustment item, which we've been doing annually since 2018. So we'll walk through that and present a recommendation and potential action to make fee adjustments for next year.

Then in November, we should have our certified investment policy, so we'll bring that to the Committee for review.

In December, we should be finalizing the audit in November, and therefore be able to provide you with the audited financial statements for fiscal year 2024.

Public Comments

None

X. COMMITTEE MEMBER COMMENTS

None.

XI. PUBLIC INTEREST COMMENTS

None.

XII. ADJOURNMENT

Ms. Laine called to adjourn at 9:15 a.m.

Respectfully Submitted,

Tracy Campbell

Tracy Campbell
Executive Assistant

The above meeting was recorded in its entirety. Anyone wishing to listen to the recording of the above mentioned meeting may find it at [. In addition, written documents submitted at the meeting are available for review. If you require assistance locating this information, please contact the TRPA at \(775\) 588-4547 or \[virtualmeetinghelp@trpa.gov\]\(mailto:virtualmeetinghelp@trpa.gov\).](#)