TAHOE REGIONAL PLANNING AGENCY

OPERATIONS & GOVERNANCE COMMITTEE MEETING MINUTES

March 25, 2026

TRPA/ZOOM

1. CALL TO ORDER AND DETERMINATION OF QUORUM

Ms. Gustafson called the meeting to order at 8:30 a.m.

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

2. PUBLIC COMMENT

None.

3. APPROVAL OF AGENDA

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

4. APPROVAL OF MINUTES

Ms. Bennett moved approval of February 25, 2026, minutes as presented.
Motion carried.

5.A. Discussion and possible recommendation for approval of February Financials

Mr. Chad Cox, TRPA Chief Financial Officer, presented the item. Mr. Cox began with a summary of the agency's financial status through February, representing approximately two-thirds of the fiscal year, or eight months through the year.

Slide 2 - Mr. Cox said that revenues were at $16.2 million, representing 53% of the budget, and expenditures were at $13.7 million, representing 44% of the budget. He noted that additional detail would be provided in subsequent slides, but first highlighted the year-to-date planning fees chart included in the presentation.

Mr. Cox explained that the agency had a slow start in July, followed by a couple of challenging months. However, he said that planning fees had returned to the same level as the prior year. He noted that January had been strong, as discussed during the previous month's meeting, and that February revenues were also similar to February of the prior year. Mr. Cox said that the agency was now very close to budget and that planning fee revenues were 1.4% higher than the prior year. He reminded the committee that the prior year had also been a strong year and stated that the trend continued to move in the right direction.

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From an expense perspective, Mr. Cox said that compensation expenses were tracking where expected, and added that additional expense details would be discussed in the following slides.

Slide 3 - Moving to total revenue, Mr. Cox reiterated that revenues were at 53% of budget and stated there had not been significant changes during the month. He noted that revenues had increased by approximately $400,000 compared to January, primarily due to planning fees and rent revenues, which were expected to increase on a monthly basis.

Mr. Cox said that third-quarter grant invoicing would occur in April for March expenses and said that the grant revenue number would increase by the time the committee reconvened in May.

He said that all other revenue categories were progressing as planned. He noted that rent revenue, at two-thirds through the fiscal year, was tracking as expected, and that other revenue was also on pace. Mr. Cox added that state and local revenues were complete.

From a mitigation perspective, Mr. Cox said that mitigation income totaled $1.4 million. He noted that additional discussion regarding expenses would follow and added that additional mitigation projects would be presented later in the meeting. Mr. Cox said that it was encouraging to see mitigation funds being utilized for project implementation. Mr. Cox concluded that all items remained on track, with relatively immaterial changes compared to January.

Slide 4 – Moving to expenses, Mr. Cox said that, from an expense perspective, the agency was approximately two-thirds through the fiscal year and also approximately two-thirds through the compensation budget, which he noted was tracking as expected. Mr. Cox said that contract expenditure increased during the previous month, which was consistent with ongoing grant implementation activities. He explained that as grant implementation work continued, contract expenditures would increase, and those expenditures would then be invoiced during the third-quarter grant billing cycle in May.

Mr. Cox said that the agency's bond and building loan are held through Zions Bank. He noted that an interest payment would be made in April and stated that the payment was upcoming. Mr. Cox also shared that the agency had reestablished its insurance coverage for the current year. He noted that the renewal process is always a challenge and stated that the year-on-year increase was very small, which the agency viewed as a success given the significant increases in insurance premiums seen throughout the Tahoe Basin. Mr. Cox said that the process was now complete and expressed appreciation for having it finalized.

Mr. Cox further added that the agency had incurred $1.2 million in mitigation expenses to date. He noted that an additional approximately $450,000 to $500,000 in projects would be presented later in the meeting and said that, if approved and implemented, those expenses would continue to increase through the remainder of the fiscal year. Mr. Cox concluded that expenditures appeared to be on track.

Slide 5 - Regarding cash flow, the agency received approximately $1 million in cash receipts during February, driven primarily by grant income from invoices submitted in January, as well as fee revenues. Mr. Cox added that these receipts were offset by $1.9 million in payroll and contract disbursements, resulting in a net use of approximately $900,000 in cash during the month. He noted that cumulative cash flow had been $6.2 million in the prior month and, following the February expenditures, stood at $5.3 million through February. Mr. Cox said that the balance would continue to be spent down through the remainder of the fiscal year, and that the agency remained in a good financial position.

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Committee Questions/Comments

Motion:

Mr. Rice made a motion to recommend Governing Board acceptance of the February 2026 Financials

Ayes: Ms. Bennett, Ms. Gustafson, Mr. Rice, Ms. Laine.

Motion passed.

5.B. Discussion and possible recommendation for approval of release of $460,000 in Excess Coverage Mitigation Funds for Land Bank Acquisition

Ms. Tracy Campbell, Environmental Improvement Program Department TRPA, presented a request from the California Tahoe Conservancy for $460,000 in Excess Coverage Mitigation funds for a land bank acquisition project.

Ms. Campbell explained that Excess Coverage Mitigation funds are generated from project applicants and are utilized by both the Nevada Division of State Lands on the Nevada side and the Conservancy on the California side to either acquire and retire potential coverage or restore existing coverage within sensitive areas.

Slide 8 - Ms. Campbell said that the requested funding would support acquisition of a 1.9-acre parcel located on Blackwood Road within the City of South Lake Tahoe. She noted that the site is currently developed with a radio tower, equipment shed, and generator, all of which would be removed following acquisition, after which the site would be stabilized.

Ms. Campbell said that the parcel is located within the Bijou Park Creek watershed, where restoration work is already planned both upstream and downstream of the site. She added that the acquisition of the parcel would provide long-term benefits to watershed health, protect wildlife habitat, and preserve scenic quality.

Ms. Campbell noted that the Conservancy had requested that she highlighted that the acquisition would also secure permanent open space within a disadvantaged community, resulting in both community and equity benefits in addition to environmental improvements. She added that the project also provides an opportunity for coverage removal or retirement, which is consistent with Regional Plan goals.

Ms. Campbell concluded that the proposal represented a straightforward, high-benefit use of Excess Coverage Mitigation funds that supports both restoration and long-term environmental protection.

Ms. Campbell said that Ms. Aimee Rutledge with the Conservancy was participating remotely and overseeing the transaction and would be available to answer any questions from the committee.

Ms. Rutledge, California Tahoe Conservancy, thanked the committee and said that the Conservancy greatly appreciates its ongoing partnership with the agency in utilizing Excess Coverage Mitigation

funds for positive projects within the community. Ms. Rutledge added that the Conservancy was excited about the opportunity to work with the agency on another project.

Committee Comments/Questions

Ms. Laine said she was excited about the proposed acquisition. She noted that the parcel is located within the South Lake Tahoe and also within the neighborhood where she resides. Ms. Laine described the parcel as an important connector to Bijou Creek, its meadow, and wetland areas.

Ms. Laine said that having the property under ownership of the California Tahoe Conservancy was perfect. She thanked the Tahoe Regional Planning Agency for its partnership with the Conservancy in acquiring parcels such as this one. Ms. Laine stated that the work was very important and reiterated her excitement about the project.

Motion:
Ms. Laine made a motion to recommend Governing Board approval of the release of ECM funds subject to the conditions contained in the staff report.

Ayes: Ms. Bennett, Ms. Gustafson, Mr. Rice, Ms. Laine.

Motion passed.

5.C. Discussion and possible recommendation for approval of release of $50,000 in Washoe County Water Quality Mitigation Funds towards the Burnt Cedar/Lakeshore Boulevard Water Quality Improvement Project

Ms. Tracy Campbell, representing the Environmental Improvement Program Department at Tahoe Regional Planning Agency, presented a request on behalf of Washoe County for $50,000 in Water Quality Mitigation funds for the Burnt Cedar/Lakeshore Boulevard Water Quality Improvement Project.

Slide 12 - Ms. Campbell said that the project is focused on upgrading existing stormwater infrastructure that currently allows untreated runoff to reach the lake. She explained that the project would install an improved treatment system designed to capture and filter stormwater before overflow reaches the lake and would also reduce erosion through shoulder stabilization improvements.

Ms. Campbell noted that the project would additionally improve the appearance and character of the site through installation of natural native landscaping. The project is expected to reduce approximately 1,200 pounds of fine sediment annually, directly supporting Total Maximum Daily Load (TMDL) lake clarity goals.

Ms. Campbell said that Ms. Domi Fellers with the Nevada Tahoe Conservation District was participating remotely and would partner with Washoe County to implement the project. She noted that Ms. Fellers would be available to answer any questions from the committee.

Ms. Domi Fellers added that the project is a joint effort involving the Nevada Tahoe Conservation District, Washoe County, and the Incline Village General Improvement District. Ms. Fellers added that the project had been in development for at least five years, and possibly as long as ten years. She said

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that the Nevada Tahoe Conservation District was very excited to move the project forward and reduce the erosion occurring along the beach area in Incline Village.

Motion:
Ms. Bennett made a motion to recommend Governing Board approval of the release subject to the conditions contained in the staff report.

Ayes: Ms. Bennett, Ms. Gustafson, Mr. Rice, Ms. Laine.

Motion passed.

5.D. Discussion and possible recommendation for approval of Release of $40,000 in Washoe County SEZ Mitigation Funds towards the Lower Rosewood Creek Aquatic Organism Passage Project

Ms. Tracy Campbell, representing the Environmental Improvement Program Department at Tahoe Regional Planning Agency, presented a request on behalf of Washoe County for $40,000 in Stream Environment Zone Mitigation funds for the Lower Rosewood Creek Aquatic Organism Passage Project.

Slide 16 - Ms. Campbell said that the project is focused on improving fish passage by removing existing barriers within the creek that currently restrict fish movement. She explained that the project would replace older culverts with fish-friendly structures, restore connectivity throughout the stream system, and open additional upstream habitat.

Ms. Campbell said that these improvements would support native species, including the Lahontan cutthroat trout, particularly during spawning season. She further noted that the project complements previous restoration work completed within the Rosewood Creek system and would help create a more fully functioning Stream Environment Zone.

Ms. Campbell said that Ms. Domi Fellers with the Nevada Tahoe Conservation District was again participating remotely and partnering with Washoe County on the project.

Ms. Fellers, representing the Nevada Tahoe Conservation District, said that she had been working to advance the Lower Rosewood Creek Aquatic Organism Passage Project for approximately five years. She noted that she had assembled funding from approximately five different grant sources to support the project. Ms. Fellers added that the majority of the project funding was being provided through the Tahoe Regional Planning Agency and the United States Forest Service under the Lake Tahoe Restoration Act.

She further explained that the project team had worked with the Nevada Department of Wildlife (NDOW) to support use of Rosewood Creek for spawning habitat for the Lahontan cutthroat trout and to provide improved habitat conditions within the Incline Village area along Rosewood Creek and Third Creek.

Ms. Fellers added that the project would also improve floodplain connectivity. She noted that Rosewood Creek has undergone multiple restoration efforts and said that there has been strong support for the Rosewood Creek projects throughout the restoration process. Ms. Fellers described the project as one of the final steps needed to utilize the stream system as habitat over approximately one-and-a-half to two miles.

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

Ayes: Ms. Bennett, Ms. Gustafson, Mr. Rice, Ms. Laine.

5.E. UPCOMING TOPICS

Slide 18 - Mr. Chad Cox, Finance Lead for the Tahoe Regional Planning Agency, provided an overview of upcoming finance and budget-related activities.

Mr. Cox said that the agency was entering budget season and that staff were currently working internally on rolling up budget figures and preparing the first draft of the work plan for the upcoming retreat in May. He added that the Operations and Governance Committee would receive a first look at the proposed budget during the May meeting.

Mr. Cox said that the May meeting would include an investment update from Mr. Eric Lee with Principal Group regarding the agency's investment assets, and that he would also provide a Treasurer's Report at that time.

Looking ahead to June, Mr. Cox said that the full budget for Fiscal Year 2027 would be presented to the Governing Board for approval, consistent with the agency's typical schedule.

Mr. Cox further said that the agency was beginning preparations for the annual audit process. He explained that preliminary preparation work was underway and that the formal audit kickoff would occur in July following completion of the fiscal year.

Mr. Cox added that the remainder of the year would largely follow the normal schedule, including continued financial updates and Treasurer's Reports. He said that staff planned to return in October with the agency's annual planning fee update. Mr. Cox concluded that all matters were progressing well.

This item was informational only.

6. COMMITTEE MEMBER COMMENTS

None.

7. PUBLIC INTEREST COMMENTS

None.

8. ADJOURNMENT

Ms. Laine called to adjourn at 8:56 a.m.

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OPERATIONS AND GOVERNANCE COMMITTEE
March 25, 2026

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 https://www.trpa.gov/meeting-materials/. 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.

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