

TAHOE REGIONAL PLANNING AGENCY  
OPERATIONS AND GOVERNANCE COMMITTEE

TRPA/Zoom Webinar

November 15, 2023

**Meeting Minutes**

CALL TO ORDER AND DETERMINATION OF QUORUM

Chair Ms. Aldean called the meeting to order at 8:15 a.m.

Members present: Ms. Aldean, Mr. Aguilar, Ms. Diss, Mr. Hoenigman, Ms. Laine

I. APPROVAL OF AGENDA

**Agenda approved.**

II. APPROVAL OF MINUTES

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**Minutes approved.**

III. [Recommend Approval of October Financials](#)

TRPA Finance Director, Mr. Keillor, presented the item. Referring to slide 2 of the presentation he said there were no major issues or insights at this point (a third into the fiscal year). Labor is where we would expect it to be, when you factor in the recent annual merit review cycle, and there are a few vacancies yet to be filled. Cash-wise we are in very good shape.

In terms of planning fees, always the big variable on the revenue side of the budget, we're still ahead of the four average, and at a third of the way through the year, we're at exactly a third of the budget for planning revenues. Normally, there is a degree of seasonality here, but we are still seeing a lot of applications that we view as a leading indicators, such as land capability and other things that take place before a permit application is filed.

Mr. Keillor said that slide 3 shows the revenue. The state revenue is all in, with the exception of the TSAC grants that are billed on an as-spent basis, and the \$100,000.00 dollars we expect to get from the state for salary and merit review. That's still working its way through the Department of Finance, but we're very optimistic at this point. Slide 3 is also showing some grant billings - we haven't completed the first quarter grants, so that number will get much larger next month. Service fees on this chart also include Aquatic Invasive Species (AIS) fees, and we just completed the end of the boating season with the ramps, so there's some extra revenue in there. That will go quiet until springtime when we will see inspection and contamination fees rolling in. There are also some residual fees coming in from the shoreline program, but the buoy fees are normally payable in June, so the only revenue against shoreline at this time of year is from people who are late to pay.

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Moving to the expenditure side on slide 4, Mr. Keillor said everything is tracking well against budget. We do have vacancies - the main ones being Mr. Keillor's replacement, a second attorney position, and a planning position. As always, contracts are lagging since most of them will come in at the end of the year or just after. On the financing side, we do have our first debt service payment, which is due at the beginning of December.

The charts on slide 5 illustrate the cashflow, with and without mitigation funds. So far, we've received roughly \$900,000.00 dollars in mitigation funds, and have distributed only about \$85,000.00 dollars, so those balances continue to grow. On the overall cash flow, this is the time of the year when we peak, and it's all downhill through the rest of the year. So the only big influxes of cash for the rest of the year are going to be those quarterly grant billings, and then the monthly planning fees.

### Committee Member Comments:

Ms. Aldean asked if there was an update on the efforts to find a suitable replacement for the Chief Financial Officer. Mr. Keillor responded that the position announcement has now closed, and they have selected 5 or 6 candidates for first-round interviews. There will be two rounds of interviews. The first-round interviews are scheduled for the week after Thanksgiving. Mr. Keillor added that there are a variety of candidates, some with substantial government experience, and some with substantial private industry experience.

Ms. Julie Reagan, TRPA Executive Director, said that this is a crucial position on the executive team, and includes operations support for this committee. She said they were a little worried when there weren't a lot of qualified candidates at first. But in the very last week of the recruitment, a lot of new resumes came in, so we do have a really good crop of candidates to consider.

Ms. Regan said she is a big believer in practicums as part of interviews, so in the finalist's group the candidates will prepare and deliver a presentation as part of their interview. They want to make sure that whoever gets the position not only has a brilliant financial mind, but can also present to the board, to the community, to our staff, and to our managers. She added that we're putting a lot of time into that recruitment and will probably be calling on one or more committee members to serve on the finalists round of interviews.

Ms. Aldean added that she was astounded when she read Mr. Keillor's job description – it's varied to say the least. She is assuming there will be some arrangement to have him stay on board long enough to fully familiarize his replacement. Mr. Keillor said he and Ms. Regan had discussed this and he will be involved until February to ensure a smooth transition.

### Public Comment:

None.

### Motion:

Ms. Laine made a motion to recommend the Governing Board accept the October 2023 Financial Statements.

Ayes: Ms. Aldean, Mr. Aguilar, Mr. Hoenigman, Ms. Laine, Ms. Diss

**Motion carried.**

## IV. [Upcoming Topics](#)

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Referring to slide 8, Mr. Chris Keillor, TRPA Finance Director, said the big item in December will be the audit. He gave a heads up that there is one finding in there that relates to the TDA funding, and specifically to Eldorado County who were late in getting their TDA financial statements out. We knew they were going to be late – we asked for, and received an extension – but we still didn't get the report from El Dorado County until about two days after the extended due date. So the auditors are going to comment on that, and recommend that we put together a check list. He added that we never actually got the statements from El Dorado County, we downloaded them from the website, so we're not sure what happened there. Next time we'll make sure to check the website the day before it's due. Mr. Keillor said that as far as he is aware that is the only finding so far, but the audit partners have yet to complete their work, and we still haven't done our exit interview. deal with the auditors yet.

Mr. Keillor said the other item coming back in for the December meeting is further discussion on the procurement policy. In January, Principal Group Investment Advisor, Bruce Armington, will join to explain what, if anything, the Principal Group can figure out about what's going on in the markets these days.

Committee Comments:

None.

VI. Committee Member Comments:

Mr. Hoenigman offered thanks on behalf of the committee to Ms. Aldean, for all her work as Chair. She will be missed. Mr. Keillor added thanks on behalf of the staff. She will be missed and has been great for the committee.

XII. Public Comment:

None.

XIII. ADJOURNMENT

Ms. Laine made a motion to adjourn.

Ayes: [All]

Chair Ms. Aldean adjourned the meeting at 9:05 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 <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](mailto:virtualmeetinghelp@trpa.gov).*