

TAHOE REGIONAL PLANNING AGENCY
OPERATIONS AND GOVERNANCE COMMITTEE

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October 27, 2021

Meeting Minutes

I. CALL TO ORDER AND DETERMINATION OF QUORUM

Chair Ms. Aldean called the meeting to order at 10:31 a.m.

Members present: Ms. Aldean, Mr. Wlaschin for Mrs. Cegavske, (Mrs. Cegavske joined after roll call), Ms. Gustafson, Ms. Hill

Members absent: Mr. Hicks

II. APPROVAL OF AGENDA

Ms. Aldean stated no changes to the agenda and deemed the agenda approved as posted.

III. Recommend approval of September Financials

Mr. Keillor provided the presentation. Before getting into numbers, he highlighted some key points. We've received the cash contribution from California so we now receive both states' contributions. We have funding for the remainder of the fiscal year. Also, TRPA and TKPOA have signed an MOU. So we are able to bill TKPOA for the moorings and the Shoreline Program. This is a win-win for both organizations. He also wanted to talk about the financial impacts to the Agency from the Caldor Fire. First of all we wanted to make sure our staff was protected from an income security standpoint. We paid everybody regardless of whether or not they were able to work during the evacuation. About two thirds of our staff lives on the South Shore so we were heavily impacted. He states he was also very proud of the staff for working online and continuing to serve our constituencies during the evacuation. To protect our assets, our IT vendor came and pulled all our equipment and moved it to Carson City. Once the evacuation was over, they moved it all back. Kudos to Xogenous, and to their key people, Warren and Josh. Finally, we moved our boats to the North Shore to get them away from Camp Richardson during the period of the fire. Kudos to Hawk and others who helped with that. We also had a cleaning service come in to clean, and the filters in the HVAC system were replaced. No real damage to the building occurred. Overall, the estimated cost to the Agency is \$62,000, most of that being in lost labor. We have insurance, but the policy has a deductible of \$50,000 so it may not be worth filing a claim. Ms. Aldean asked if that would affect our future premiums if we file a claim. Mr. Keillor said yes, but is assuming there would be lower losses on the Nevada side as opposed to the California side, and said we won't know until next summer. Looking at the revenue and expenses chart in the presentation, he said it's normal for us to have a substantial net position at this time of year because we get the state funding right at the beginning of the year and spend down through the year.

The next chart shows that we received 100% of our state revenues. We're at about 30% in Fees for Service. That includes AIS as well as Current Planning fees. The grants show very low because we bill most of our grants at the end of the quarter, so those invoices are

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going out as we speak. That number will jump up next month and next year. Compensation is right where we expect it to be at this point. We are in the process of doing our annual Salary Merit Review Cycle. That is why it's a little below 25%. Contracts have a substantial lag.

On the next slide, for Cash Flow, the Nevada money came in right away in July and in September, so we have cash that will run down over the rest of the year as it has the last three years, as seen on the graph.

Mr. Keillor ended his presentation and asked if there were any questions.

Committee Comments & Questions

Ms. Aldean asked if there were any staff vacancies. Mr. Keillor said the only vacancy currently is for the HR director position that we are recruiting for. He remembered that we also have an opening for a data management specialist critical to the transportation modeling activities. That position has not gone out yet. He said one employee who resigned came back to us.

Ms. Aldean asked if any members of the Committee had any further questions. Seeing none, Ms. Aldean asked for public comments.

Public Comments & Questions

None.

Committee Comments & Questions

None.

Ms. Hill made a motion to recommend approval of the September Financials.

Ayes: Ms. Aldean, Mrs. Cegavske, Ms. Gustafson, Ms. Hill

Motion carried.

IV. Recommend approval of California Tahoe Conservancy Land Bank Administrative Fee and Memorandum of understanding Update

Jessica Wackenhut Lomeli, the Strategic Growth Manager at the Tahoe Conservancy, gave the presentation. She was joined by her colleague Kevin Prior, the Director of Lands at the Tahoe Conservancy. She said today she'll be providing an overview of the Tahoe Livable Communities Program. The Program has three different goals. The first is to acquire developed properties; remove aging structures; restore underlying environmentally sensitive lands; and bank or retire the development rights. The second is to sell, lease, or exchange vacant Conservancy land in these town centers. The third is to acquire private properties in several of Lake Tahoe's roadless subdivisions to remove the threat of development.

Ms. Lomeli said the Conservancy's hope is to acquire and restore properties to promote sustainable communities throughout the California side of the Tahoe Basin. With this, we have acquisition,

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restoration, sales, and/or redevelopment. This is done through coverage, commercial floor area and hard coverage, restoration credit, and TAUs and ERUUs.

Next she provided pictures to show how the Conservancy has been implementing these transactions. First, she showed a multi-benefit public access and restoration project on the South Shore with banked development rights. The parcel includes CFA, coverage, and residential units. Next, she showed potential coverage with a single-family home. The goal is to retire or transfer potential coverage to residential or commercial buildings. Next, she showed an example of banking restoration credit. She showed a “before” picture during restoration, and an “after” picture showing how it was restored. Next, she showed an example of transferring TAUs and ERUUs. One parcel was originally 8 TAUs but was converted to 26 TAUs in Tahoe Vista. She also showed a four-plex apartment that was converted to 24 ERUUs in Carnelian Bay. She next showed a major redevelopment project at the Tahoe City Lodge completed in July of 2019. She next showed a South Shore building that was acquired in 2012, demolished, and restored. They were able to bank CFA and Hard Coverage in the SEZ.

Next, Ms. Lomeli outlined future improvements for the Tahoe Livable Communities Program. First is additional staff. Second is system improvements: a new online citizen portal; custom reports; and ADA online accessibility. Third is the Shoreline CEQA document for the Land Bank.

Ms. Lomeli ended her presentation and asked for questions.

Committee Comments & Questions

Ms. Aldean commented on the dramatic differences in the landscapes shown and said she appreciates Ms. Lomeli’s hard work and partnership. Ms. Aldean asked if Kevin Prior wanted to add anything to the presentation. She then asked for Committee questions. Seeing none, Ms. Aldean introduced Kim Caringer to present on the CTC Land Bank Administrative Fee.

Ms. Caringer introduced her presentation with a recommended approval of the California Tahoe Conservancy Land Bank Administrative Fee and Memorandum of Understanding. Ms. Caringer said this is a similar action to last year’s Nevada Land Bank.

Ms. Aldean asked for Committee questions. Seeing none, she asked for Public Comment.

Public Comments & Questions

None.

Committee Comments & Questions

Ms. Gustafson made a motion to recommend approval

Ayes: Ms. Aldean, Mrs. Cegavske, Ms. Gustafson, Ms. Hill

Motion carried.

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- V. Recommend approval for Release of Excess Coverage Mitigation Funds (\$35,000) to the California Tahoe Conservancy for the acquisition of an environmentally sensitive parcel, at 1450 Boca Raton Drive in El Dorado County

Ms. Caringer began the presentation with a summary of the environmentally sensitive land acquisition. It is 3.3 acres at 1450 Boca Raton Drive in El Dorado County located in the Upper Truckee floodplain and containing mountain meadow/wetland habitat. It is surrounded by conservancy-owned land and will allow CTC to preserve the parcel in its natural state and to protect scenic/watershed resources. The total cost of the request is \$35,000.

Committee Comments & Questions

None.

Public Comments & Questions

None.

Committee Comments & Questions

Ms. Gustafson made a motion to recommend approval

Ayes: Ms. Aldean, Mrs. Cegavske, Ms. Gustafson, Ms. Hill

Motion carried.

- VI. Recommend approval of Amendment No.1 of the FY 2022 Transportation Overall Work Program

Michelle Glickert, TRPA Transportation Program Lead, presented the Amendment. Ms. Glickert explained that the OWP lays out annually their individual tasks, planning program, and budget. This prep generally starts in February, and is approved by the Committee around May. Typically in late winter we prepare the Amendment for budget reconciliation. This Amendment came sooner at the request of Caltrans. Another Amendment will be presented around February.

Ms. Glickert explained that the chart presented shows a very small reduction to our overall budget. The reduction will not affect our ability to complete committed tasks in the OWP. We also use this Amendment to adjust timelines on our deliverables as we experienced some delays due to the Caldor Fire. For the budget, we included a small cleanup in the staff report to ensure matching funds were shown correctly in Work Element 105, transportation, data, and management, and in Work Element 108.5. Funding is now reconciled for a slight reduction of \$1670 to our road maintenance and rehab program. Those are the grant funds requested, SB-1 funds from California. She asked for a recommendation of the Committee's approval and asked for questions.

Committee Comments & Questions

None.

Public Comments & Questions

None.

Committee Comments & Questions

Ms. Hill made a motion to recommend approval

Ayes: Ms. Aldean, Mrs. Cegavske, Ms. Gustafson, Ms. Hill

Motion carried.

VII. Informational Update on Project Applications volume and processing

Wendy Jepson, Current Planning Division Manager, began the presentation by saying she would be giving an update on application processing in response to Ms. Hill's request. Ms. Jepson outlined four items: application volume, completeness times, review times, and transitions. She said the Committee would hear about favorable review times regarding applications, but also understands some of them may have been asked questions about response times and processing times for TRPA permits. Ms. Jepson recognized that there have been some challenges and learning curves for both staff and applicants. Staff adjusted to working remotely, to a record number of applications, to a pandemic, to online homeschooling, fire evacuations, et cetera. We are currently working to improve our customer service, especially during these unprecedented times.

Ms. Jepson explained the next slide shows the total number of applications received by year over the last several years. At the end of the third quarter of this year, we are on track to receive more applications than in any of the previous years. We will have close to one thousand applications received in 2021.

Next Ms. Jepson said she wanted to take some time to tell the Committee about the day in the life of a planner. Each planner has on average 45 applications currently under review, each with a range of complexity. A project may count as one project in our system, but be much more complex than a single-family dwelling. A controversial cell phone tower project takes a good amount of time to answer questions, handle public comment, and take to a public hearing. Current Planning also tracks calls. We record who called, the question or concern, who returned the call and how it was resolved. This year we've had 3,742 calls as of last Friday. Every day, we offer a Planner on Call shift where anyone can speak to a planner and ask questions. Planners have a shift once a week and need to return an average of 18 calls per shift, as well as take calls about their current projects.

In Current Planning, Ms. Jepson explained, we have what we call "30/120". We need to review applications for completeness within 30 days and issue a permit within 120 days. TRPA has received 1,829 applications since the beginning of 2020, and 98.5% met that 30-day target. One important thing to bring to the Committee's attention is application completeness. Application processing times are reduced by 49% when applications are incomplete. Projects are permitted almost 50% faster when we have the complete application at the 30-day review time. A complete application takes an average of 41 days to review. An incomplete application takes an average of 81 days depending on whether the applicant gets their information back to us. It is much more time-consuming for the applicant and the planner to work through applications that are incomplete. About 40% of applications are incomplete when submitted.

The next slide shows the 120 day timeline for the full 120 day review. 98.9% met this review requirement.

Next, Ms. Jepson said she wanted to talk about transitions. COVID accelerated our conversion to electronic applications. We went from 8 online applications to 37 different application types being

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available online. You can see this on the slide in the beginning of quarter 1 in 2019. We still have some applicants and consultants who select paper applications. We're trying to talk them into online submittals. With this transition, we experienced growing pains as many of our applications, about 40%, are incomplete when submitted. We are working to improve our instructions and to upgrade our permitting software to better communicate our requirements. We now do all of our review electronically. We review documents, plan sets, approve and acknowledge permits online. If we receive a hardcopy application, we have staff in the office who scan and upload it. We hear from many applicants and consultants how much they like being able to apply online 24/7, upload additional information, and receive their permits electronically.

Next, Ms. Jepson went on to say that COVID changed the way we interact. It changed the way we process applications and help customers. We all learned new meeting platforms and how to work collectively in an online environment. Shoreline Implementation is a big subject. This is a complex program that is currently being implemented and there are some policy and procedure bugs to work out.

Next, Ms. Jepson explained how fire evacuations impacted their program and staff. It was a disruptive event with staff evacuated, dispersed, and setting up new places to work with their families. The staff did great. We still had public meetings that week and were answering questions.

Last, Ms. Jepson said, the customers have adapted too, interacting with planners in new ways. In addition to Planner on Call shifts, planners are always available to meet with applicants virtually via Zoom, GoToMeeting, and Teams to discuss projects and share plans. Planners are also available to meet in the TRPA office if needed in a safe manner. The planners are working through an extremely high volume of applications, calls, requests, et cetera. They are continuing to do their best under extraordinary circumstances. Ms. Jepson said she was very grateful to her staff and asked for questions from the Committee.

Committee Comments & Questions

Ms. Hill said she didn't have questions but found the presentation helpful and would pass along the information when responding to constituents.

Ms. Jepson said she could also be contacted directly with any questions or concerns.

Ms. Aldean asked Ms. Jepson whether it would be useful to create a "Q&A" page to accompany application forms. Ms. Jepson said the staff was working on those kinds of solutions to improve the application process.

Ms. Aldean asked about the call volume and whether Planners on Call were being overwhelmed. Ms. Jepson said that the Current Planning staff is managing the high volumes but is at the limits of what they can do. Recently an assistant planner was hired to help relieve the staff and the intake team.

Ms. Aldean asked for public comment.

Public Comments & Questions

None.

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VIII. Quarterly Treasurers' report

Chris Keillor, Finance Director, opened the report with a pie chart showing the distribution of investments in the Wells Fargo pool. Mr. Keillor pointed out that corporate is 5%, not 4% as shown in the staff report. All investment criteria is being met in Maturity. Mr. Keillor said all the ratings are in good shape. All investments meet our Investment Policy guidelines. Most of the pool is Treasuries, which are not rated. Next month, our investment advisor, Bruce Remington, will be doing his annual review before the Committee. The chart displayed next shows the yield curve is pretty flat and we have to go out beyond two years to see an uptick. Yields are varied over the year. The Wells Fargo pool is currently higher than other short-term investments. Mr. Remington will speak more to this next month.

Committee Comments & Questions

Ms. Aldean asked whether TRPA is losing any principal. Mr. Keillor confirmed that TRPA is not losing any principal.

Public Comments & Questions

None.

IX. Upcoming Topics

Mr. Keillor gave two upcoming topics. In November, there will be a Planning Fee Inflation Adjustment and a Briefing by the Wells Fargo Investment Advisor. In December, there will be the Fiscal Year 2021 Independent Auditor's Report. Items "To Be Determined" are building repairs and modifications, and the Planning Software replacement project.

Committee Comments & Questions

Ms. Aldean asked if the roof could be patched before next year. Mr. Keillor said an impermeable barrier was placed on the roof in the meantime to prevent leaks until the roof can be patched.

Public Comments & Questions

None.

X. COMMITTEE MEMBER COMMENTS

None.

XII. PUBLIC INTEREST COMMENTS

None.

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XIII. ADJOURNMENT

Ms. Hill made a motion to adjourn.

Chair Ms. Aldean adjourned the meeting at 11:19 a.m.

Respectfully Submitted,

Georgina Balkwell
Senior Management Assistant
Current Planning Division

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.