

TAHOE REGIONAL PLANNING AGENCY  
OPERATIONS AND GOVERNANCE COMMITTEE

Trpa/Zoom Webinar

May 25, 2022

**Meeting Minutes**

I. CALL TO ORDER AND DETERMINATION OF QUORUM

Chair Ms. Aldean called the meeting to order at 8:33 a.m.

Members present: Ms. Aldean, Mrs. Cegavske, Ms. Gustafson, Mr. Hicks, Ms. Hill, Mr. Hoenigman

II. APPROVAL OF AGENDA & MINUTES

III. Recommend Approval of April Financials

Mr. Chris Keillor, TRPA Finance Director, provided the presentation. He showed a chart and explained that it shows that TRPA has met its budget for the year already with two months left to go. This shows the high volume of activity in the Current Planning Division. It will also drive our assumptions for next year's budget. There is some seasonality in Shorezone fees and AIS fees. We're in good shape across the board in fees. On the expenditures side we still struggle to fill our Data Analyst position. We have several other positions open right now. We are behind in some of our General Fund contracting activities. The high volume in Current Planning means we're doing a lot more outsource review and will exceed the Current Planning contracts budget.

Mr. Keillor then moved on to a chart showing performance against budget. It's normal at this point to have a surplus because we receive state money up-front and spend it over the course of the year.

Mr. Keillor then brought up a chart showing the monthly/cumulative cash flow, explaining that our cash flow is strong. Normally we show a decline over the end of the year, but it all got shifted to the right this year because of the higher level of planning fees. We will be paying a lot of bills in July and August that really relate to this year.

Next, Mr. Keillor discussed assets, liabilities, and net assets. We're very, very strong here. The net assets didn't change this month.

Mr. Keillor concluded his presentation and asked for questions.

Committee Comments & Questions

Mrs. Cegavske pointed out a correction. The year 2021 is mentioned when it should be 2022. It's on page 81. It should also state "ten months".

Public Comments & Questions

None.

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Mrs. Cegavske made a motion to recommend approval.

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

**Motion carried.**

#### IV. Recommend Approval for the FY 23 Lake Tahoe Transportation Planning Overall Work Program (action);

Michelle Glickert, TRPA Principal Transportation Planner, gave the presentation. Ms. Glickert opened by explaining that the draft Overall Work Program (OWP) was released March 22, 2022 for the required thirty-day public comment period. During that time we presented to the Tahoe Transportation Commission and worked with our funding partners CalTrans and NDOT to refine our budget estimates. We then worked through comments received from the public. Steve Teshara of the South Shore TMA is the board chair and principal for Sustainable Community Advocates also helped review the OWP. Earlier this month the Tahoe Transportation Commission unanimously recommended approval to the TMPO. All redline changes are posted on our website on the Transportation homepage.

Ms. Glickert then provided some background before going over the elements of the OWP for next fiscal year. The OWP defines the continuing comprehensive and coordinated regional transportation planning process for Lake Tahoe. It is a management tool that establishes objectives for the upcoming year and is a requirement for TMPO planning funding. The work elements contain detailed tasks and products to be provided during the year. It also includes federal and state mandated transportation and planning requirements and other regional transportation planning activities. Ms. Glickert explained that the draft budget contains five full-time staff. Work Element 101 is dedicated to administration and building the program each year. It involves administrative activities to support the Lake Tahoe transportation program, including budgets, work program development and tracking, and professional staff development. Work Element 102, the Transportation Development Act, is a major source of regional transit operating funds from California. It addresses unmet transit needs, productivity improvements and the triennial performance audit. Work Element 103 is Public Outreach and Coordination and is key to our success. It involves e-newsletters, social media, tribal outreach, the public participation plan, RTP outreach, TMA outreach, and environmental justice and civil rights inclusion. These activities all support a transparent, educational, and effective regional transportation planning process. Work Element 104 is Regional Intermodal Planning. This element includes the updated ATP, transportation equity, updates to short-range transit plans and transit analysis, pilot projects for transit, public private micro shuttle partnerships, congestion management, transportation demand management program and transportation planning of the US50 East Corridor, the Washoe County Tahoe Transportation Study, and the CSLT Airport Master Plan Study. Work Element 105 focuses on Transportation Data Management and Forecasting and deals with LT Info Transportation Data, bicycle/pedestrian/transit data monitoring, RTP forecast scenarios and air quality analysis, and model infrastructure updates. Work Element 106 is for project tracking and financial management. It encompasses maintenance of the 2021 FTIP and 2022 RTIP, adoption of the 2023 FTIP, participation on regional planning working groups, federal programming working groups, grant programs and project tracking. Work Element 107 is all about performance-based planning: a performance-based framework, 2023 safety, system preservation and system performance targets. Lastly, Work Element 108 is the Sustainable Communities Planning element that focuses on Sustainable Transportation Funding stakeholder and public outreach, packaging up a final strategy and proposal, and investigating congestion management pricing pilot in recreation corridors.

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Ms. Glickert concluded her presentation and asked for questions.

### Committee Comments & Questions

Ms. Aldean pointed out Table 7 has some minor duplicate language that needs to be cleaned up.

### Public Comments & Questions

Steve Teshara, Chair of the South Shore Transportation Management Association Board of Directors and planning consultant to Truckee North Tahoe Transportation Management Association, addressed the committee and wanted to encourage the committee to take affirmative action on the Transportation Planning Overall Work Program.

Ms. Gustafson made a motion to recommend approval.

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

**Motion carried.**

## V. Recommend Adoption of the 2023 Active Transportation Program (ATP) Metropolitan Planning Organization (MPO) Guidelines

Michelle Glickert, TRPA Principal Transportation Planner, gave the presentation. Ms. Glickert provided background information on the program and a summary of the guidelines. The Active Transportation Program (ATP) encourages biking, walking, and taking transit. It's a two-year cycle for four years of funding. The fund distribution includes 50% to the state for a competitive process awarded by the Commission; 40% to MPO in urban areas, a competitive process by the MPO; and 10% to small urban and rural areas for a competitive process awarded by the Commission.

Ms. Glickert then showed a slide going over the ATP regional funding. The 2023 TMPO apportionment is \$1,106,000 for the next four years. The MPO is a competitive selection process. The ATP MPO guideline updates include a disadvantaged communities definition and submittal requirements. Applicants no longer have to submit to the State to be qualified for the MPO grant program. Applicants may down-scope projects to fit within available MPO grant funds.

Ms. Glickert concluded her presentation and asked for questions.

### Committee Comments & Questions

Mrs. Cegavske asked about the criteria for a disadvantaged communities definition and asked Ms. Glickert to send her the criteria as well. Ms. Glickert explained that it includes such things as children who receive free and reduced lunch, food assistance, household income. Single parent households and education attainment will now be included. Those criteria make up what a disadvantaged community is. Three criterion must be met to be considered disadvantaged.

Ms. Aldean asked about at what point a project is deemed unable to meet requirements in a program. What criteria is used? Ms. Glickert explained that the projects do experience delays often. What we try to do, since these funds have a life-cycle, is reprogram that to something else and be strategic so we don't lose those funds.

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Once we recommend a project, the funds aren't actually here at TRPA. Our applicants work with the State to receive those funds. We track them to make sure they're being used on the projects.

### Public Comments & Questions

None.

Mrs. Cegavske made a motion to recommend adoption.

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

**Motion carried.**

## VI. Briefing on FY 2022/2023 Annual Budget

Mr. Chris Keillor, TRPA Finance Director, gave the presentation.

Mr. Keillor began with a chart showing revenues and expenses. State revenues are down. The fee assumptions are based on history and inflation. There is an influx of LTRA grant money. Expenses are zero-based contracts and labor cost. We need to decide on staff salary adjustments. Inflation on medical insurance costs are included (at ten percent). Mr. Keillor then went over FY 2023 emerging budget issues. Inflation is increasing costs. Employee compensation and benefits costs are a key topic, as well as the escalation clauses in the contracts. Planning fees are strong, but there is some indication that we are peaking. Also, the Administration and Overhead rate reduction reduces General Fund allocations but is causing a hit to the General Fund.

Mr. Keillor then showed a chart comparing the average TRPA planner wage versus the market average. The TRPA planner wage is below the market average at all levels: Principal Planning/Program Manager, Senior Planner, Associate Planner, and Assistant Planner. Mr. Keillor showed another chart illustrating the cost of housing for TRPA employees. The median home values in the Tahoe Basin are 37% higher than Carson and Douglas Counties and 40% higher than the Reno Metropolitan area. The salary and the housing cost are a real inhibitor to being able to recruit and retain our talent for the Agency.

Mr. Keillor then showed a slide proposing an 8.3% inflation adjustment for Current Planning fees. These normally go into effect in late January and are based on the Western Regional CPI. As discussed previously, planning fees are going very strong due to the very high level of activity in the Current Planning division. The planners in Current Planning are buried with work and running as fast as they can.

Mr. Keillor then outlined budget closure ideas. One idea is to carry over this year's underruns into next year to balance the budget. Another idea is to use fund balances to pay for building improvements paid for with bond monies, or to accelerate the shoreline program implementation. And finally another idea is to accelerate the implementation date on planning fees. Usually this is done in January, but our slow time isn't slow anymore, so we may do this in October or November. Some feedback we're getting from our consultants is that their clients aren't as concerned with fees as they are with getting their permits completed. Mr. Keillor paused to ask the Committee for feedback.

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Ms. Aldean asked for clarification on the western region CPI. How is the western region defined geographically?

Mr. Keillor explained that the western region is all-encompassing, everything from Colorado west. He said he put it on there to illustrate that in the past we've really used only San Francisco. The Bureau of Labor Statistics came up with the average.

### Committee Comments & Questions

Mrs. Cegavske asked whether we have a limitation on the buoys and on the permits that are allowed per year.

John Marshall, TRPA General Counsel, said yes, we have a limit on the total number of buoys per year and on moorings per year, and we can get you those numbers. We also have a limit on annual permits for docks.

Ms. Hill wanted to say we need to figure out how to pay our staff appropriately. She is excited about the potential to support the staff if we raise planning fees in an appropriate way.

Mr. Hoenigman added that raising salaries a ton might be a problem down the line since we may be headed into a recession, but can we tie our fees to inflation so every year they go up? Then we don't have to worry about running into busy times or doing it in slow times.

Mr. Keillor answered by saying that our fee increases need to come to this Committee every year for approval. On the salary side we haven't firmly settled on the budget numbers but are trying to get to 5%. We have had some money for a bonus type program but it's not popular with staff because they recognize it's not a permanent increase to salary.

Ms. Aldean said she assumes some of the lower-paid and associate planners would be eligible for achievable housing. Mr. Marshall suggested proposing that question to planner Karen Fink at the Housing Committee meeting. Ms. Gustafson added that removing the 245% cap regarding achievable housing would be desirable because the combined income of many average jobs such as a utility worker married to a teacher or nurse exceeds the 245% cap that we have in the Basin. At Placer County we recommended removing the income cap but keeping the requirement to be employed locally and other criteria.

Ms. Aldean then invited the Committee members to comment on Mr. Keillor's budget presentation and ideas for next year's budget. Ms. Aldean said that since there were no comments, she thought the Committee supported Mr. Keillor's ideas.

Mr. Keillor continued his presentation with a slide showing major contracts over \$100,000. The biggest part is our annual monitoring contracts with the universities. We spend a lot of money building our resources such as the LT Info platform. The project review money refers to the outsource review money to help Current Planning deal with the record amount of activity. We spend a lot of money working on the Tahoe Keys and AIS. Mr. Keillor then concluded his presentation.

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Public Comments & Questions

None.

VII. Upcoming Topics

Mr. Keillor said he would be back next month with the final budget.

VIII. Public Interest Comments

None.

IX. ADJOURNMENT

Ms. Hill made a motion to adjourn.

Ayes: [All]

Chair Ms. Aldean adjourned the meeting at 9:33 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](mailto:virtualmeetinghelp@trpa.gov).*