



TRANSPORTATION PERFORMANCE TECHNICAL ADVISORY COMMITTEE CHARTER



A Voice for Lake Tahoe

Charter

Tahoe Transportation Performance

1. Purpose of this Charter	3
2. Goal and Objectives	3
3. Background	4
4. Work Plan	5
5. Representation and Structure	5
A. Committee	5
B. Governance	6
C. Responsibilities	6
6. Consensus-Seeking Process	6
7. Public Meeting Participation	7
8. Coordination with Related Initiatives	8
9. Committee Meeting Documentation	8
10. Meeting Ground Rules	8
11. Meeting Frequency	8
12. Review and Report Delivery	9
13. Disengaging from the Committee	9
14. References	9

1. Purpose of this Charter

This charter outlines the goal and objectives, roles and responsibilities for the Tahoe Transportation Performance Technical Advisory Committee (the TPTAC).

2. Goal and Objectives

The Transportation Performance Technical Advisory Committee is charged with compiling and analyzing data related to transportation in the region and providing recommendations to the Governing Boards of the Tahoe Regional Planning Agency and the Tahoe Metropolitan Planning Organization (TMPO) for accelerating attainment of the goals of the Regional Transportation Plan/Sustainable Communities Strategy. Goal DP-5 within the Lake Tahoe Regional Plan Implementation Chapter directs TRPA to use a series of milestones to adaptively manage regional land use and the transportation system to achieve and maintain the Transportation and Sustainable Communities Threshold Standard (TSC 1) and Regional Transportation Plan/Sustainable Communities Strategy goals. (for reference: [Microsoft Word - Attach D. Regional Plan Amendments Chapter 2, 3, and 7 Final \(trpa.gov\)](#))

To that end, the TPTAC works to achieve seven primary objectives:

1. Develop **high-level transportation metrics** to track implementation of vehicle miles traveled reduction and achievement of Regional Transportation Plan/Sustainable Communities Strategy goals.
2. Provide **guidance on program, policy, and project modifications** necessary to attain and maintain Transportation and Sustainable Communities Threshold Standard 1
3. Prepare and transmit a **Performance and Recommendations Report** to the Governing Board starting in second quarter of 2022 and every four years thereafter.
4. Prepare and transmit a **Regional Transportation Plan Sustainable Community Strategy Analysis and Recommendations Report** to the Governing Board starting in the second quarter of 2024 and every four years thereafter.
5. Prepare and transmit **adaptive management responses** that can be implemented if the region is not reaching vehicle miles traveled milestones and achieving Regional Transportation Plan/Sustainable Communities Strategy goals.

To achieve these objectives, the advisory body will hold public meetings no less than once every two years to review programs, policies and progress towards attainment of Transportation and Sustainable Communities Threshold Standard 1. The Committee serves

as a forum for multidisciplinary and multijurisdictional professionals, and environmental agency stakeholders to build capacity, leverage partnerships, and harness collaboration to guide transportation performance that will achieve Tahoe's transportation goals.

3. Background

The 2020 Regional Transportation Plan/Sustainable Communities Strategy was broadly supported by local and state partners agencies along with the environmental community. The plan, developed with input from more than 8,500 people through an inclusive information gathering process with some elements provided in English and in Spanish, was approved by the TRPA Governing Board in April 2021. Concurrent approvals included updating, 1) air quality standards to measure vehicle miles traveled (VMT) per capita and 2) project level assessment to not just measure trips generated but also vehicle miles traveled. This comprehensive package of system improvements is more coherent and progressive to reduce reliance on the private automobile and accelerate the implementation of transportation alternatives.

Several policies were created to support the newly adopted Regional Plan Development and Implementation Priorities (DP) Goal 5. DP Policies 5.1 – 5.6 require the convening of the technical committee (TPTAC); TPTAC guidance on program modifications to maintain Transportation and Sustainable Communities Threshold Standard 1; transmittal of reports and recommended modifications to Regional Plan, Regional Transportation Plan/Sustainable Communities Strategy, and associated programs like the project selection process, Regional Grant Program, and fee structures. Specific milestones in DP 5.4 are outlined as well that include proposals for additional transportation funding and implementation of the funds. Additionally, specific vehicle miles traveled reduction milestones between 2024 and 2050 and supplemental compliance measures if these performance milestones are not met (DP 5.6).

TRPA has utilized performance measures to track and report on the implementation and outcomes of the projects and programs proposed in the Regional Transportation Plan/Sustainable Communities Strategy. Performance measures provide consistent reporting, show transparency of publicly funded investments, and assess and demonstrate progress towards achieving the goals of the Regional Transportation Plan/Sustainable Communities Strategy and the Regional Plan. The development of these reports will fold into future Regional Transportation Plan/Sustainable Communities Strategy continually guiding the development of each new plan.

4. Work Plan

Development of metrics and an adaptive management system:

Phase 1: Develop Key Transportation Metrics - September & October 2022

Phase 2: Create Adaptive Management Framework – October & November 2022

Phase 3: Evaluate and Adjust – Recommendation reports to be prepared every two years, alternating between vehicle miles traveled report, beginning in 2022 and Regional Transportation Plan/Sustainable Communities Strategy, beginning in 2024

5. Representation and Structure

The structure of the Committee is composed of public agency representatives, one environmental nonprofit, and one member of the public.

A. Committee

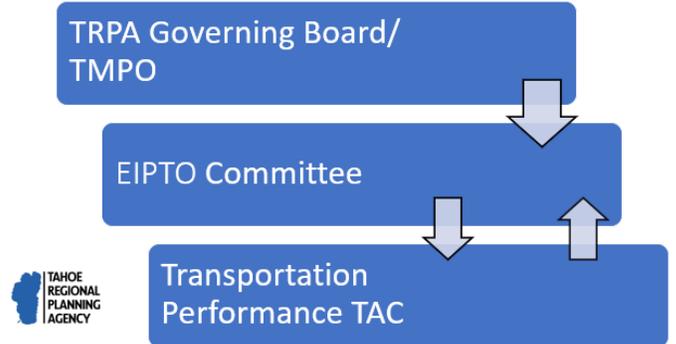
Local agencies, California and Nevada Department of Transportation, Transportation Management Associations, United States Forest Service, one environmental non-profit, and one general member of the public share responsibility for creating a report framework, reviewing metrics and data and agreeing upon adaptively managing the transportation system. Working group membership, listed below, may be expanded based on need.

- TRPA
- Caltrans
- Nevada Department of Transportation
- Tahoe Transportation District
- Carson City
- City of South Lake Tahoe
- Placer County
- South Shore Transportation Management Association
- Truckee North Tahoe Transportation Management Association
- El Dorado County
- Washoe County
- Douglas County
- League to Save Lake Tahoe
- General Public Representative
- US Forest Service

B. Governance

The governance of the Committee consists of three elements:

1. TRPA Governing Board/Tahoe Metropolitan Planning Organization (TMPO)
2. Environmental Improvement Transportation and Public Outreach Committee (EITPO)
3. Transportation Performance Technical Advisory Committee



C. Responsibilities

TRPA Governing Board: The Governing Board is responsible for approval of the TPTAC Charter and be the final approval entity for each Transportation Performance Report. Within 90 days of issuance of the report by the advisory body, the Governing Board shall review the report’s recommendations. If the Governing Board does not accept any of the report’s recommendations, it shall provide a written justification explaining the basis for its adoption of alternative measures.

Environmental Improvement Transportation and Public Outreach Committee: The EITPO is primarily responsible for *coordination* of the Transportation Planning Program. The required Transportation Performance Reports will be reviewed by the EITPO Committee. The EITPO will make a recommendation to the Governing Board to accept or reject the reports.

Transportation Performance Technical Advisory Committee: This committee is responsible for 1) developing the performance framework for Transportation and Sustainable Communities Threshold Standard 1 and Regional Transportation Plan/Sustainable Communities Strategy in 2022, 2) delivering performance and recommendations reports every two years.

6. Consensus-Seeking Process

As full and equal partners, members of the Committee, agree to use a consensus-seeking process. Actions requiring consensus are only taken on issues or items listed on the meeting agenda unless otherwise agreed to by all group members present.

For the working group, consensus means that everyone agrees that they can live with the final proposal after every effort has been made to meet any outstanding interests. This is not the same as unanimity, where all parties agree. The consensus gauge below will be used to indicate the degree of agreement of any member. If all members are in the range of 1 through 4, the group shall be considered in consensus and no further discussion is needed. If several individuals are at 4, then additional discussion may be needed. Further discussion is required if more than one member is at 5 or 6. If, after further discussion, there is not agreement, staff will document concerns and elevate those to the EITPO Committee.

Consensus Gauge

1. Proposed decision is fully acceptable. Support the working group's decision or recommendation.
2. Proposed decision is acceptable with minor reservations. Support the working group's decision or recommendation.
3. Proposed decision is acceptable, even with major reservations, but it is the best decision at this time. Support the working group's decision or recommendation.
4. Stand aside/abstain; won't block but cannot offer support.
5. Need more information (must be able to identify the information needed).
6. Cannot live with the decision (must be able to offer an alternative).

Each Committee member or designated alternate representative present will be polled to determine if consensus has been achieved. Alternate representatives are empowered to act on behalf of the members they represent. Working group members must be fully informed of the issue to register their level of consensus. Participation via teleconferencing is permissible. Meeting agendas will include notification of any items requiring consensus. As this is a non-binding charter, any consensus achieved will not supersede any member agency's policies, regulations, or other guiding documents.

7. Public Meeting Participation

Regional Plan Policy DP-5.1 notes that the advisory body will hold public meetings no less than once every two years to review programs, policies, and progress towards attainment of Transportation and Sustainable Communities Threshold Standard 1. The initial Committee convening, and development of the report framework does not require public participation. Within the following two years when a report is produced, meetings will be noticed to provide the public with the opportunity to participate.

8. Coordination with Related Initiatives

To the extent feasible and necessary, TRPA Staff and Committee representatives will work with their respective departments to coordinate information and data, align goals and objectives, and work collaboratively toward shared deliverables and outcomes.

9. Committee Meeting Documentation

Committee meeting notes will be taken by TRPA staff and a draft meeting summary circulated within three weeks of a meeting.

10. Meeting Ground Rules

1. Electronics courtesy – please turn all devices to silent or off
2. Be comfortable – take personal breaks if needed
3. Honor time – we need to spend some time with each topic on the agenda, please adhere to the guidance provided
4. Humor is welcome – it just should not be at someone else's expense
5. Common conversational courtesy – do not interrupt others, use profanity, or make it hard to hear by having third-party conversations at the table
6. All ideas and points of view have value – you do not have to agree with your neighbor; if you do not agree with something, propose an alternative that could meet everyone's interests
7. Treat each other with respect – everyone cares about the work, and brings unique backgrounds, expertise, and insight to the conversation
8. Avoid editorials – avoid judging other people's motives or the value of their actions; instead explain what you need for your interests to be met and our work to be a success

11. Meeting Frequency

The Committee will meet frequently to achieve Tasks 1 and 2 as noted in the Charter Work Plan. After these tasks are complete the Committee will meet as necessary or at a minimum every two years.

- 2022 meet to complete Performance Management Recommendation Report Framework for Transportation and Sustainable Communities Threshold Standard 1

and Regional Transportation Plan/Sustainable Communities Strategy. Thereafter, every 4 years to prepare and transmit a performance and recommendations report on the reduction of per capita vehicle miles traveled.

- 2024, every four years thereafter, to complete a Regional Transportation Plan and Sustainable Community Strategy analysis and recommendations report to provide recommendations for development of the following Regional Transportation Plan/Sustainable Communities Strategy.

12. Review and Report Delivery

Working group members commit to set aside time to attend meetings as designated in Meeting Frequency section. Members also commit to review reports in advance of meetings on progress made, discuss any process changes that may be beneficial to the group, and update the Charter as needed.

13. Disengaging from the Committee

Participation in the Committee is voluntary; however, each designated agency needs to be represented. A member agency or organization that wishes to permanently cease participation in the Committee will provide written notification to the TRPA.

14. References

1. Regional Plan - <https://www.trpa.gov/regional-plan/>
2. 2020 Regional Transportation Plan/Sustainable Communities Strategy - <https://www.trpa.gov/rtp/>