



# Operations & Governance Committee

*June 22, 2022*

## *Call to Order and Determination of Quorum*



# Operations & Governance Committee

*June 22, 2022*

Agenda Item No. 1

## *Approval of Agenda*



# Operations & Governance Committee

*June 22, 2022*

Agenda Item No. 2

## *Approval of Minutes*



# Operations & Governance Committee

*June 22, 2022*

Agenda Item No. 3

## *Recommend Approval of May Financials*

# TRPA Operations & Governance Committee

*June 22, 2022*

Revenue	State &	Fees	Grants	Total
Fees for Service		4,249,656		4,249,656
Grants	203,689	4,890	6,225,373	6,433,951
State Revenue	7,106,422			7,106,422
Local Revenue	150,000			150,000
Rent Revenue		292,784		292,784
Other Revenue	(15,637)	(15)	2,367	(13,285)
TRPA Rent Revenue		631,565		631,565
<b>Revenue Total</b>	<b>7,444,474</b>	<b>5,178,881</b>	<b>6,227,739</b>	<b>18,851,094</b>
<b>Expenses</b>				
Compensation	3,880,461	1,610,613	770,827	6,261,901
Contracts	1,471,647	984,348	5,147,821	7,603,816
Financing	3,015	331,535		334,550
Other	430,378	263,797	36,950	731,124
Rent	651,796	26,628		678,424
A&O/Transfers	(1,315,407)	906,516	398,135	(10,757)
<b>Expenses Total</b>	<b>5,121,889</b>	<b>4,123,436</b>	<b>6,353,733</b>	<b>15,599,058</b>
<b>Net</b>	<b>2,322,585</b>	<b>1,055,445</b>	<b>(125,994)</b>	<b>3,252,036</b>

## Revenues:

- Fees Strong
  - Planning at 111% of budget
  - Shoreline fees at 79% of budget
  - AIS fees at 101% of budget
- Grants negative because we bill in arrears.

## Expenses:

- Compensation at 84% YTD
  - 2 vacancies plus new positions
- Contract expenses lag at 75%



# TRPA Operations & Governance Committee

## June 22, 2022

TRPA Totals	Ann Budget	YTD	Remaining	% Spent
<b>Revenue</b>				
State Revenue	7,106,422	7,106,422		100%
Grants	7,882,539	6,433,951	1,448,588	82%
Fees for Service	3,618,699	4,249,656	630,957	117%
Local Revenue	150,000	150,000		100%
Rent Revenue	249,191	292,784	43,593	117%
TRPA Rent Revenue	688,980	631,565	57,415	92%
Other Revenue		13,285	13,285	
<b>Revenue Total</b>	<b>19,695,832</b>	<b>18,851,094</b>	<b>844,738</b>	<b>96%</b>
<b>Expenses</b>				
Compensation	7,487,235	6,261,901	1,225,334	84%
Contracts	10,132,038	7,603,816	2,528,222	75%
Financing	465,017	334,550	130,468	72%
Rent	742,178	678,424	63,754	91%
Other	1,285,663	1,234,433	51,230	96%
A&O/Transfers	14,772	10,757	4,015	73%
<b>Expenses Total</b>	<b>20,097,358</b>	<b>16,102,367</b>	<b>3,994,992</b>	<b>80%</b>
<b>TRPA Net</b>	<b>(401,527)</b>	<b>2,748,727</b>	<b>(3,150,254)</b>	

### Revenues:

- State funds received
- Grants good, (billed in arrears)
- Fees strong

### Expenses:

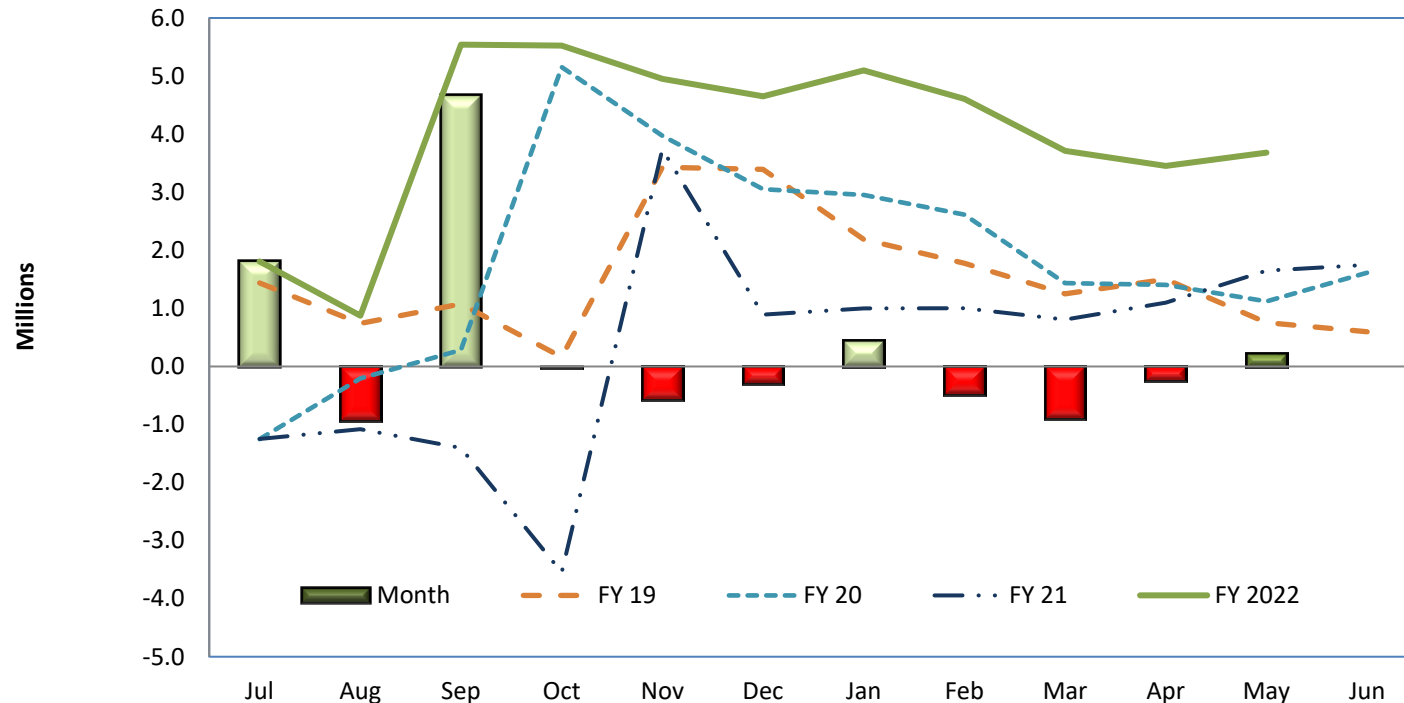
- Labor underrun from vacancies
- Contracts always lag

June 22, 2022

# TRPA Operations & Governance Committee

June 22, 2022

**Monthly/Cumulative Cash Flow**



- Planning fees keeping receipts positive
- Many contract expenses will occur post Y/E

# TRPA Operations & Governance Committee

## *June 22, 2022*

	TRPA	Grants	Trust	Total
Cash & Invest	8,788,451	2,143,657	22,210,174	33,142,282
A/R	325,309	723,087		1,048,396
Current Assets	104,183			104,183
LT Assets	8,972,869			8,972,869
<b>Total Assets</b>	<b>18,190,812</b>	<b>2,866,744</b>	<b>22,210,174</b>	<b>43,267,731</b>

A/P	1,530			1,530
Benefits	826,347			826,347
Deferred Rev	64,063	117,701		181,763
Deposits	150,934	3,845		154,779
LT Debt	8,298,000			8,298,000
Mitigation			2,347,441	2,347,441
Securities			6,035,782	6,035,782
<b>Total Liabilities</b>	<b>9,340,875</b>	<b>121,545</b>	<b>8,383,223</b>	<b>17,845,643</b>

<b>Net Position</b>	<b>8,849,938</b>	<b>2,745,199</b>	<b>13,826,951</b>	<b>25,422,088</b>
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- **Assets:**
  - Increased by \$0.3M due to securities/mitigation fees
  - Grant billings increased A/R by \$0.4M
- **Liabilities:**
  - Increased by \$0.3M due to securities/mitigation fees
  - Net of receipts/exp reduced TRPA asset by \$0.3M
- **Net Assets:**
  - Unchanged



# TRPA Operations & Governance Committee

*June 22, 2022*

*Agenda Item 3*

May Financials

Public Comment



# TRPA Operations & Governance Committee

*June 22, 2022*

*Agenda Item 3*

May Financials

Motion to recommend to the  
Governing Board to approve the  
April Financials

# TRPA Operations & Governance Committee

*June 22, 2022*

## *Agenda Item 4*

Recommend Approval for Release of  
Project 3 Transit Mitigation Funds  
(\$20,000 plus interest) for the South  
Shore Transportation Management  
Association Microtransit Service

***Release of Project 3 Transit Mitigation Funds  
(\$20,000 plus interest) for the South Shore  
Transportation Management Association  
Microtransit Service***

Operations & Governance Committee

June 22, 2022

# Background

- Redevelopment “Project 3” Mixed-Use
- Permit approved July 2006
- Project was partially constructed and then went into bankruptcy



# Permit Conditions

- Permittee was required to participate in an MOU to mitigate traffic and air quality impacts
- Permittee to submit a Coordinate Transit System (CTS) participation plan to TRPA for approval
- Condition later modified - \$10,000 annual contribution to CTS
  - Two payments were made

# Release of funds to the SS/TMA

- **Coordinated Transit System (CTS)**
- Transit for residents and visitors
- Demand-based service
- Identify multiple funding partners
- **SS/TMA Lake Link Microtransit**
- Service zone includes Stateline, Bijou, and Al Tahoe
- Free-to-the-user, on-demand service
- Over 20 different funding partners committed

# Action Requested & Staff Recommendation

***Release of Project 3 Transit Mitigation Funds (\$20,000 plus interest) for the South Shore Transportation Management Association Microtransit Service***



*June 22, 2022*

## *Agenda Item 4*

# Committee Comments/Questions

# TRPA Operations & Governance Committee

*June 22, 2022*

## *Agenda Item 4*

### Public Comment



# TRPA Operations & Governance Committee

*June 22, 2022*

## *Agenda Item 4*

### *Motion*

A motion to Recommend approval for Release of Project 3 Transit Mitigation Funds (\$20,000, plus interest) for the South Shore Transportation Management Association Microtransit Service



# TRPA Operations & Governance Committee

*June 22, 2022*

## *Agenda Item 5*

Recommend approval of the  
Fiscal Year 2022/2023 Annual Budget

# TRPA Operations & Governance Committee

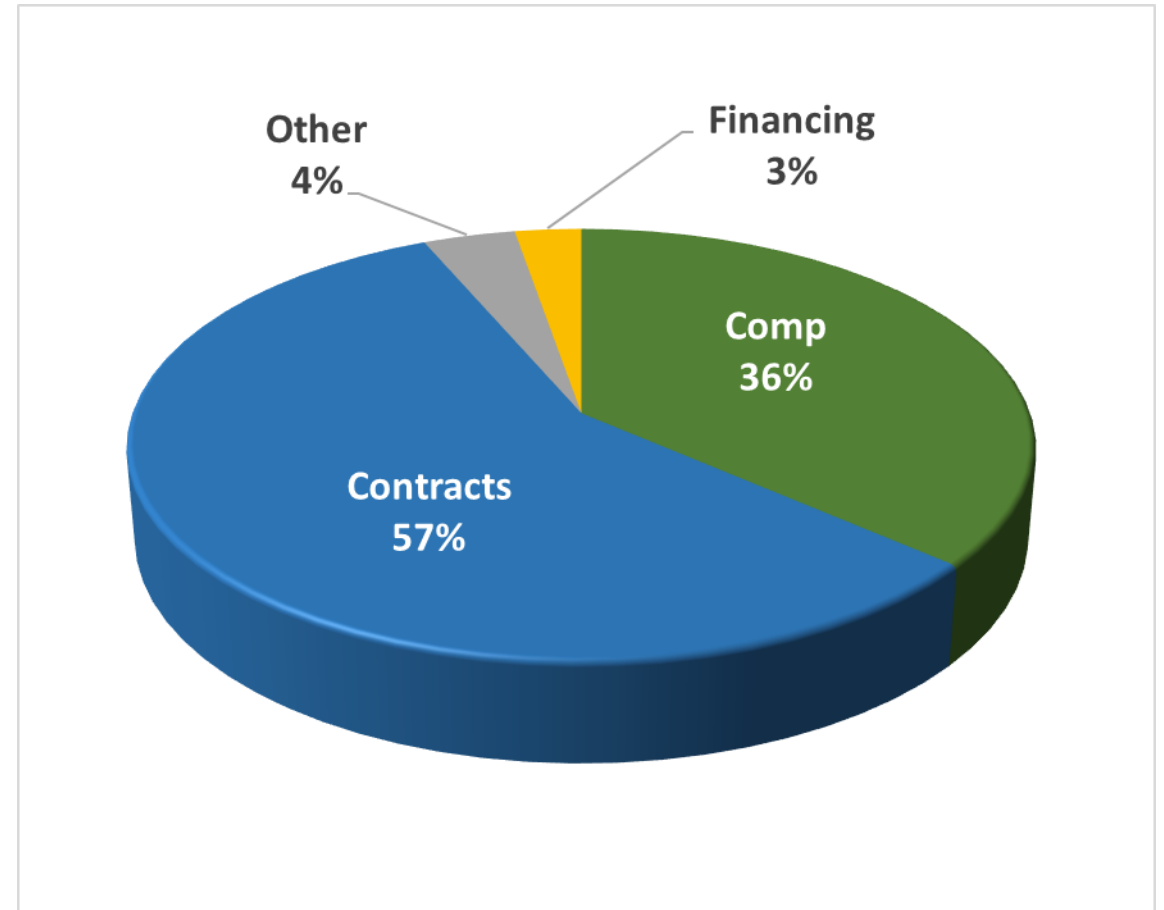
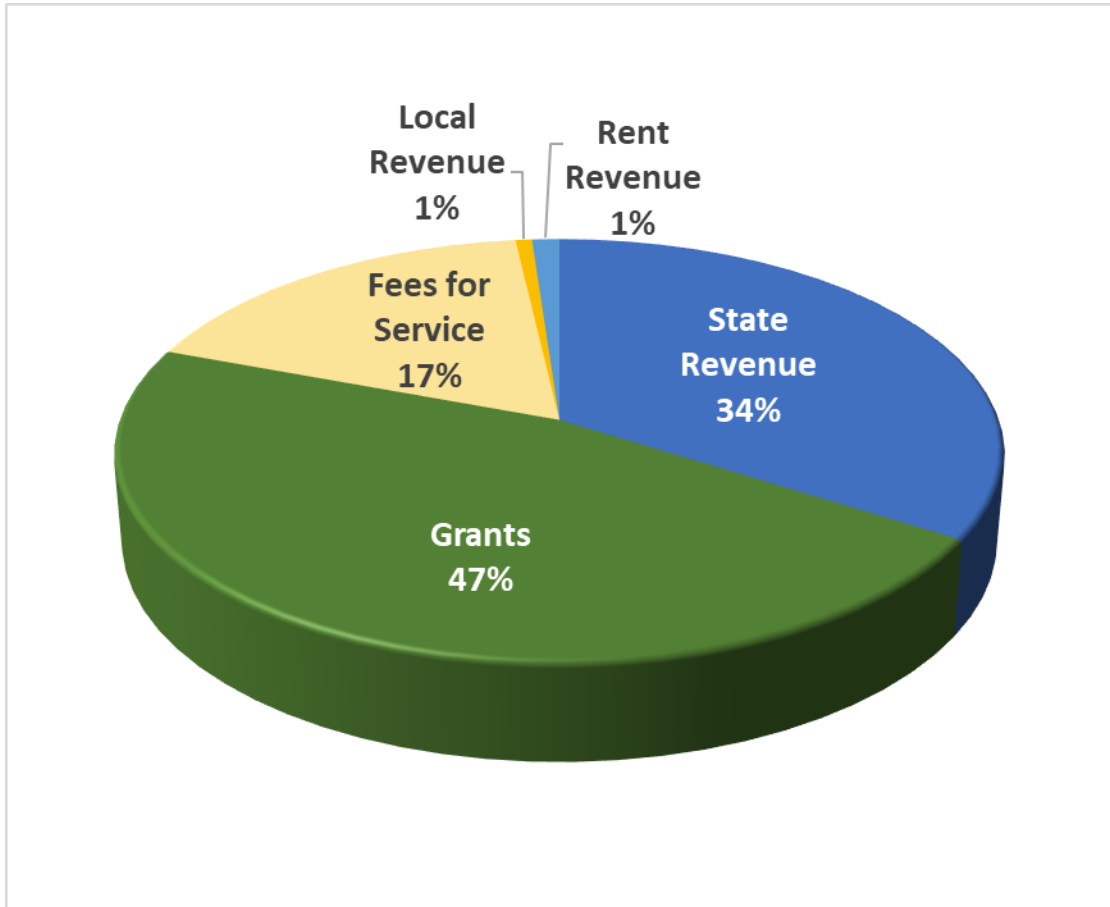
*June 22, 2022*

## Key assumptions/decisions

- Biggest change is LTRA money in the AIS program
  - Tahoe Keys project primary driver
- Inflation will be a major force going forward
  - Need to work states to get inflation adjustments in budgets
- Budget reflects the work plan and priorities
- Non-General Fund staffing increasing by 4 due to workload
- 5% salary increase for the year (inflation running 8.3%)
- Includes costs for ED transition

# TRPA Operations & Governance Committee

*June 22, 2022*



June 22, 2022

# TRPA Operations & Governance Committee

*June 22, 2022*

Fund	Revenue	Expenses	Net
General Fund	6,506,422	6,181,632	324,790
Building	938,328	1,116,576	(178,247)
Other	3,000	68,022	(65,022)
TSAC	536,809	536,809	0
Eliminations	(688,980)	(688,980)	
	7,295,579	7,214,058	81,521
Planning	2,313,642	3,099,171	(785,529)
Reimburseables	150,000	150,000	
Settlements	153,600	159,593	(5,993)
Total Current Planning	2,617,242	3,408,763	(791,522)
Shorezone	440,000	502,183	(62,183)
<b>Total General Fund</b>	<b>10,352,821</b>	<b>11,125,004</b>	<b>(772,183)</b>
EIP	706,531	706,531	0
BMP	324,103	324,103	(0)
AIS	8,081,632	8,081,632	0
Transportation	2,401,088	2,401,088	(0)
Total Grants	11,513,354	11,513,354	0
<b>Total TRPA</b>	<b>21,866,175</b>	<b>22,638,358</b>	<b>(772,183)</b>

## Revenues:

- \$10.2M Grants
- \$7.4M State Funds
- \$3.9M Fees for service
- \$0.5M Other revenue

## Expenditures:

- \$12.9M Contracts
- \$8.2M Compensation
- \$0.6M Debt Service
- \$0.9M Other expenses

# TRPA Operations & Governance Committee

*June 22, 2022*

<b>Fund</b>	<b>Revenue</b>	<b>Expenses</b>	<b>Net</b>
General Fund	6,506,422	6,181,632	324,790
Building	938,328	1,116,576	(178,247)
Other	3,000	68,022	(65,022)
TSAC	536,809	536,809	0
Eliminations	(688,980)	(688,980)	
	<hr/> 7,295,579	<hr/> 7,214,058	<hr/> 81,521

Core General Fund

Major changes are salary increases and monitoring contracts (TVal)



# TRPA Operations & Governance Committee

*June 22, 2022*

<b>Fund</b>	<b>Revenue</b>	<b>Expenses</b>	<b>Net</b>
Planning	2,313,642	3,099,171	(785,529)
Reimbursables	150,000	150,000	
Settlements	153,600	159,593	(5,993)
<b>Total Current Planning</b>	<b>2,617,242</b>	<b>3,408,763</b>	<b>(791,522)</b>
Shorezone	440,000	502,183	(62,183)

Planning revenue estimate up \$100K.

Expenditures up \$50K due to contracting.

June 22, 2022

# TRPA Operations & Governance Committee

*June 22, 2022*

<b>Fund</b>	<b>Revenue</b>	<b>Expenses</b>	<b>Net</b>
EIP	706,531	706,531	0
BMP	324,103	324,103	(0)
AIS	8,081,632	8,081,632	0
Transportation	2,401,088	2,401,088	(0)
Total Grants	11,513,354	11,513,354	0

AIS grants up \$2.6M. LTRA money, most going to Tahoe Keys  
EIP up \$0.3M and Transportation down \$0.4M.

June 22, 2022

# TRPA Operations & Governance Committee

*June 22, 2022*

## Contracts by Area

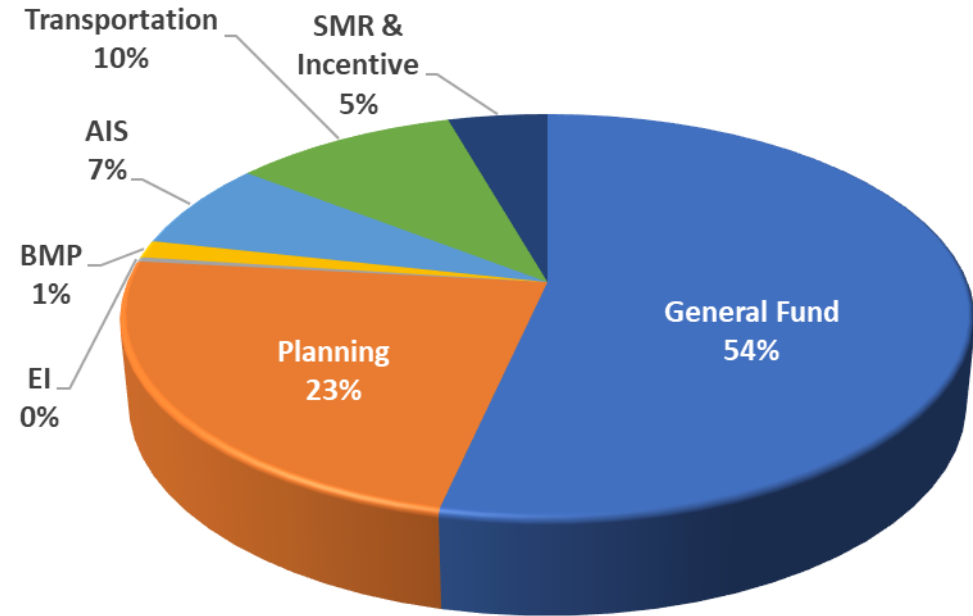
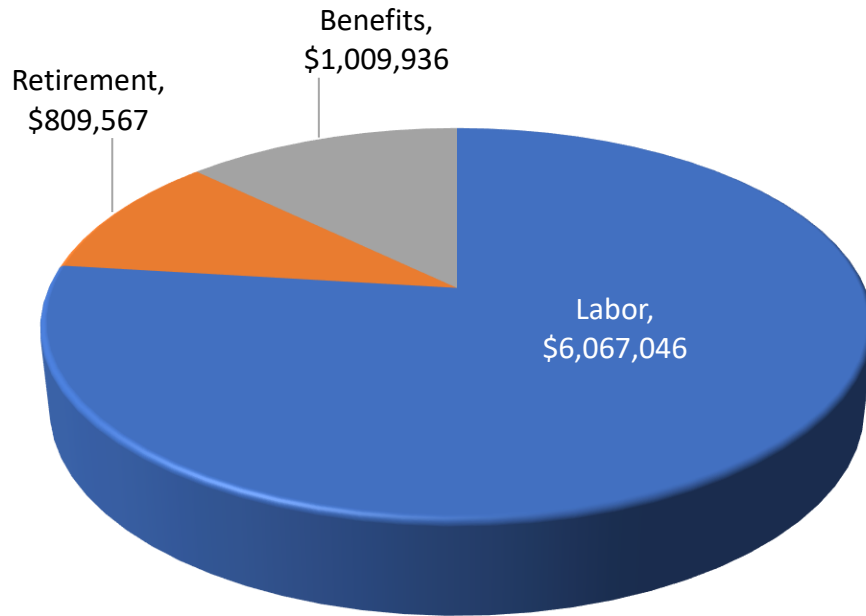
	<b>Grants</b>	<b>Gen Fund</b>	<b>Fees</b>	<b>Bond</b>	<b>Total</b>
AIS Program	6.6		0.6		7.2
R&A	0.7	1.2	0.0		1.9
Transportation	1.1	0.1			1.2
Exec & Staff Functions		0.7			0.7
Current Planning			0.6		0.6
Facilities		0.1		0.4	0.5
Long Range		0.2	0.0		0.2
Env Impv (Except AIS)	0.2	0.0			0.2
TSAC	0.4				0.4
<b>Total TRPA</b>	<b>8.9</b>	<b>2.2</b>	<b>1.2</b>	<b>0.4</b>	<b>12.8</b>

June 22, 2022

# TRPA Operations & Governance Committee

*June 22, 2022*

## Labor Costs



# TRPA Operations & Governance Committee

*June 22, 2022*

## Summary

- Grant funds all balanced
- \$410K of bond money for building improvements
- Conservatively estimate \$300K of carry over from FY 2022
- \$62K deficit in Shoreline fund, covered by fund balance
- Odds and ends
  - Budgeted \$50K for headhunter, probably closer to \$30K
  - If necessary, drop deep water plant survey \$20K

# TRPA Operations & Governance Committee

*June 22, 2022*

## Approvals:

- Approval for \$22.6M in expenditures of the agency.
- Approval \$12.9M in contract expenditures.
- Staffing
  - 80 staff members
  - \$8.2M in compensation
  - 5% salary merit
- Approval of an 8.3% inflation increase for current planning fees



# TRPA Operations & Governance Committee

*June 22, 2022*

*Agenda Item 5*

## Committee

# Comments/Questions

# TRPA Operations & Governance Committee

*June 22, 2022*

## *Agenda Item 5*

# Public Comment





# TRPA Operations & Governance Committee

*June 22, 2022*

## *Agenda Item 5*

A motion to recommend approval of the  
Fiscal Year 2022/2023 Annual Budget

# TRPA Operations & Governance Committee

*June 22, 2022*

## *Agenda Item 6*

Recommend approval of salary  
adjustment for Interim Director,  
John Hester



# TRPA Operations & Governance Committee

*June 22, 2022*

## *Agenda Item 6*

# Committee Comments/Questions

# TRPA Operations & Governance Committee

*June 22, 2022*

## *Agenda Item 6*

### Public Comment



# TRPA Operations & Governance Committee

*June 22, 2022*

## *Agenda Item 6 - Motion*

**A motion to recommend  
approval of salary adjustment for  
Interim Director, John Hester**



# TRPA Operations & Governance Committee

*June 22, 2022*

## *Agenda Item 7*

Recommend approval of Executive Director, Joanne Marchetta Retirement Transition and Separation agreement

# TRPA Operations & Governance Committee

*June 22, 2022*

## *Agenda Item 7*

### Marchetta Transition/Separation Agreement – Terms

1. Resignation as Executive Director effective June 30, 2022
2. Remain employed at 60% until January 6, 2023, in a Senior Advisor capacity to work on matters as assigned by the Interim Executive Director/Chief Operating Officer
3. COBRA premiums paid from January 2023 through August 2023
4. Accrued leave balances paid at termination of employment
5. Performance Bonus
6. Waiver of claims against TRPA



# TRPA Operations & Governance Committee

*June 22, 2022*

*Agenda Item 7*

**Committee**

**Questions/Comments**





# TRPA Operations & Governance Committee

*June 22, 2022*

## *Agenda Item 7* Public Comment



*June 22, 2022*

## Agenda Item No. 7 - Motion

A motion to recommend the Governing Board approve the proposed Transition and Separation Package terms for Joanne Marchetta, transitioning her to a position as senior advisor and separating her from the agency, and to delegate to the Governing Board Chair the authority to enter into final agreements consistent with those terms

# TRPA Operations & Governance Committee

*June 22, 2022*

## *Agenda Item 8*

Recommend approval of Executive Director Selection Process, including appointment of an ad hoc search committee, input on recruitment firm selection, and other related matters

*June 22, 2022*

## Agenda Item No. 8

### Search Process:

- Establish Executive Director Search Committee to oversee process
- Select search firm
- Conduct stakeholder interviews and survey to identify ideal candidate qualifications and characteristics
- Finalize job description
- Set employment parameters (e.g., salary, relocation, other benefits, etc.)
- Identify candidate search sources (e.g., online sites, associations, etc.)
- Screen candidates to identify interviewees
- Determine interview process
- Recommendation
- Negotiations and contract

# TRPA Operations & Governance Committee

*June 22, 2022*

## Agenda Item No. 8

### Search Schedule:

- June GB – Approve approach and define responsibilities
- July GB – Search firm in place, job description and brochure prepared (including survey feedback), search initiated
- August GB – Search underway and initial report by search firm. Initial review of promising candidates
- September GB – Candidate review complete, finalist interviews by board at GB meeting and possibly others
- October GB – Final selection
- November GB – Offer/acceptance complete
- January 2023 – New ED in place

*June 22, 2022*

## Agenda Item No. 8

### Search Status:

- RFP issued for search firms
  - One proposal received
  - At least one additional firm indicated will submit proposal
  - Deadline Friday 6.24.22
  - Panel of Operations and Governance Committee Chair and four senior staff will select from proposals
- Draft job description in place
- Identification of stakeholders for interviews and survey input underway



# TRPA Operations & Governance Committee

*June 22, 2022*

*Agenda Item 8*

**Committee**

**Questions/Comments**



# TRPA Operations & Governance Committee

*June 22, 2022*

## *Agenda Item 8* Public Comment





# TRPA Operations & Governance Committee

*June 22, 2022*

## Agenda Item No. 8 - Motions

1. A motion to recommend that the Governing Board adopt Resolution 22-\_\_\_\_, to create an Ad Hoc Committee to manage the recruitment for the Executive Director position
2. A motion to recommend that the Governing Board appoint Governing Board members Vice-Chair Cindy Gustafson, Vince Hoenigman, Shelly Aldean, Bill Yeates, and Jim Lawrence to the Committee.



# TRPA Operations & Governance Committee

*June 22, 2022*

*Agenda Item 9*

## Upcoming Topics

# TRPA Operations & Governance Committee

*June 22, 2022*

## Future Ops Committees:

- July
  - Cancel?
- Future
  - State Budget Requests (Fiscal year 2024 in CA, 2024/25 in NV)
  - Mitigation Fee Adjustments and Inflation
  - Planning Fee Inflation Adjustments



# TRPA Operations & Governance Committee

*June 22, 2022*

*Agenda Item 9*

**Committee**

**Questions/Comments**

# TRPA Operations & Governance Committee

*June 22, 2022*

## *Agenda Item 9*

# Public Comment





# TRPA Operations & Governance Committee

*June 22, 2022*

*Agenda Item 10*

Committee Member  
Comments

# TRPA Operations & Governance Committee

*June 22, 2022*

## *Agenda Item 11*

# Public Interest Comments



# TRPA Operations & Governance Committee

*June 22, 2022*

## *Agenda Item 11*

# Public Interest Comments







# TRPA Operations & Governance Committee

*June 22, 2022*

# Adjournment

