

## TAHOE TRANSPORTATION DISTRICT (TTD)

### BUDGET FINANCE COMMITTEE Meeting Agenda

Tahoe Regional Planning Agency  
128 Market Street  
Stateline, NV 89449

July 12, 2013  
8:30 a.m.

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<u>Item</u>	<u>Action Requested</u>	<u>Page</u>
A. Review and Acceptance of the District's Financial Statement of Operations for the Period July 1, 2012 Through May 31, 2013 (Item VI.A.)	<b>Recommend Acceptance</b>	<b>1</b>
B. Approval of a Contract and Task Order for CH2M Hill to Develop the Business Case for the Trans-Sierra Transportation Plan (Item VII.B.)	<b>Recommend Approval</b>	<b>17</b>
C. Approval of Contract Amendments for Karen Mullen Ehly, Inc. and Nichols Consulting Engineers; Approval of Contracts for WBH NV ENT LLC and Stantec; Approval of Task Orders for the SR 28 Corridor Management Project, SR 89/Fanny Bridge Community Revitalization Project, US 50/South Shore Community Revitalization Project, Carson Valley Transit Stops, Meeks Bay to Sugar Pine Point Bike Trail Project, and Trans Sierra Transportation Coalition Support; and Purchase Orders for Legal Support and Grants Management Database (Item VII.C.)	<b>Recommend Approval</b>	<b>36</b>

## TAHOE TRANSPORTATION DISTRICT (TTD)

### Meeting Agenda

Tahoe Regional Planning Agency  
128 Market Street  
Stateline, NV 89449

July 12, 2013  
9:30 a.m.

All items on this agenda are action items unless otherwise noted. Items on the agenda may be taken out of order. The Board may combine two or more items for consideration. The Board may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

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#### **I. CALL TO ORDER AND GENERAL MATTERS**

- A. Roll Call and Determination of Quorum of TTD
- B. Approval of Agenda for July 12, 2013
- C. Approval of Minutes of June 14, 2013

#### **II. PUBLIC INTEREST COMMENTS**

At this time, members of the public shall have the opportunity to directly address the Board. All comments are to be limited to no more than five minutes per person. The Board is prohibited by law from taking immediate action on or discussing issues raised by the public

that are not listed on this agenda. In addition, members of the public shall have the opportunity to directly address the Board after each item on which action may be taken is discussed by the public body, but before the public body takes action on the item.

**III. BLUEGO EMPLOYEE RECOGNITION**

March, April, May

**IV. BUDGET FINANCE COMMITTEE REPORT**

**V. TAHOE REGIONAL PLANNING AGENCY ADVISORY PLANNING COMMISSION APPOINTEE REPORT**

**VI. TAHOE TRANSPORTATION DISTRICT (TTD) CONSENT ITEMS**

<u>Items for Possible Action</u>	<u>Action Requested</u>	<u>Page</u>
A. Review and Acceptance of the District's Financial Statement of Operations for the Period July 1, 2012 Through May 31, 2013	<b>Acceptance</b>	<b>1</b>
B. Review and Acceptance of South Shore and Commuter Transit May 2013 Operations Report	<b>Acceptance</b>	<b>12</b>

**VII. TAHOE TRANSPORTATION DISTRICT (TTD) BUSINESS ITEMS**

<u>Items for Possible Action</u>	<u>Action Requested</u>	<u>Page</u>
A. Approval of US 50 South Shore Community Revitalization Project Community Review Committee Appointments	<b>Approval</b>	<b>14</b>
B. Approval of a Contract and Task Order for CH2M Hill to Develop the Business Case for the Trans-Sierra Transportation Plan	<b>Approval</b>	<b>17</b>
C. Approval of Contract Amendments for Karen Mullen Ehly, Inc. and Nichols Consulting Engineers; Approval of Contracts for WBH NV ENT LLC and Stantec; Approval of Task Orders for the SR 28 Corridor Management Project, SR 89/Fanny Bridge Community Revitalization Project, US 50/South Shore Community Revitalization Project, Carson Valley Transit Stops, Meeks Bay to Sugar Pine Point Bike Trail Project, and Trans Sierra Transportation Coalition Support; and Purchase Orders for Legal Support and Grants Management Database	<b>Approval</b>	<b>36</b>

**VIII. DISTRICT MANAGER REPORT**

**IX. BOARD, COMMISSION MEMBER AND STAFF COMMENTS**

**X. LEGAL BRIEFING - CLOSED SESSION**

In re: South Tahoe Area Transit Authority (Case No. BK-N-10-53666-GWZ), and related cases, including MV Transportation, Inc. v. STATA et al. (Case No. 10-05100-GWZ). United States Bankruptcy Court for the District of Nevada.

**XI. ADJOURNMENT**

## **COMPLIANCE WITH PUBLIC NOTICE REQUIREMENTS**

This notice and agenda has been posted at the TTD office and the Stateline, Nevada post office. The notice and agenda has also been posted at the North Tahoe Conference Center in Kings Beach, the Incline Village GID office and the North Tahoe Chamber of Commerce and on the TTD website: [www.tahoetransportation.org](http://www.tahoetransportation.org).

For those individuals with a disability who require a modification or accommodation in order to participate in the public meeting, please contact Judi White at (775) 589-5502.

### **California Open Meeting Law Compliance**

Notice of this meeting was posted at least 72 hours prior to the meeting in a location that is freely accessible to members of the public.

In addition, the Board has caused this agenda and all documents constituting the agenda packet to be mailed to all persons requesting such materials, and such mailing occurred at the time the agenda was posted or upon distribution to all, or a majority of all, of the members of the Board, which occurred first.

### **Nevada Open Meeting Law Compliance**

Written notice of this meeting has been given at least three working days before the meeting by posting a copy of this agenda at the principal office of the Board and at three other separate, prominent places within the jurisdiction of the Board not later than 9 a.m. of the third working day before the meeting.

Written notice of this meeting has been given by providing a copy of this agenda to any person who has requested notice of the meetings of the Board. Such notice was delivered to the postal service used by the Board not later than 9 a.m. of the third working day before the meeting for transmittal to the requester by regular mail, or if feasible for the Board and the requester has agreed to receive the public notice by electronic mail, transmitted to the requester by electronic mail sent not later than 9 a.m. of the third working day before the meeting.

Supporting materials were provided to any person requesting such materials and were made available to the requester at the time the material was provided to the members of the Board or, if provided to the members of the Board at the meeting, were made available to the requester at the meeting.



**TAHOE TRANSPORTATION DISTRICT / COMMISSION  
BOARD MEETING MINUTES  
June 14, 2013**

**TTD/C Board Members in Attendance:**

Steve Teshara, SS-TMA, Chair  
JoAnn Conner, City of South Lake Tahoe  
Andrew Strain, Member at Large  
Peter Kraatz, Placer County  
Ron Treabess, TNT-TMA  
Norma Santiago, El Dorado County  
Nancy McDermid, Douglas County  
Jim Mallery, Carson City  
Jason Van Havel, NDOT

**TTD/C Board Members Absent:**

Marsha Berkbigler, Washoe County  
Marlo Tinney, Caltrans  
Mike Gabor, U.S. Forest Service  
Darrel Kizer, Washoe Tribe

**Others in Attendance:**

Carl Hasty, Tahoe Transportation District  
Alfred Knotts, Tahoe Transportation District  
Joanie Schmitt, Tahoe Transportation District  
Derek Kirkland, Tahoe Transportation District  
Curtis Garner, Tahoe Transportation District  
Nick Haven, Tahoe Regional Planning Agency  
Judy Weber, Tahoe Regional Planning Agency  
Judi White, Tahoe Transportation District  
Adam Spear, Esq., Legal Counsel

**I. TAHOE TRANSPORTATION DISTRICT AND TAHOE TRANSPORTATION COMMISSION CALL TO ORDER AND ROLL**

**A. Roll Call and Determination of Quorum**

The meeting of the Tahoe Transportation District and Tahoe Transportation Commission was called to order by Chairman Teshara at 9:30 a.m., at the Tahoe Center for Environmental Sciences, 291 Country Club Dr., Room 141, Incline Village, NV. Roll call was taken and it was determined a quorum was in attendance for the TTD/TTC.

**B. Approval of TTD/TTC Agenda of June 14, 2013**

Motion/second by Mr. Mallery/Mr. Treabess to approve the TTD/TTC agenda for today's meeting, as amended. The motion passed unanimously.

- C. Approval of TTD/TTC Meeting Minutes for April 26, 2013  
Motion/Second by Ms. Santiago/Mr. Treabess to approve the TTD and TTC minutes. The motion passed unanimously.
- D. Approval of TTD/TTC Meeting Minutes for May 10, 2013  
Motion/Second by Mr. Treabess/Ms. Santiago to approve the TTD and TTC minutes. The motion passed unanimously.

**II. PUBLIC INTEREST COMMENTS**

Mr. Teshara introduced Jaime Wright as the new Executive Director of Truckee-North Tahoe Transportation Management Association.

**III. FINANCE COMMITTEE REPORT**

Ms. Santiago reported the committee reviewed the consent calendar items and recommended approval of those items. The committee also reviewed the business items and deferred Item X.A. to the full Board and recommended approval of Items X.B., X.C., X.D. and X.E.

**IV. TRANSIT OPERATIONS COMMITTEE REPORT**

Mr. Curtis Garner reported the committee reviewed the items and recommended approval.

**V. TAHOE REGIONAL PLANNING AGENCY ADVISORY PLANNING COMMISSION APPOINTEE REPORT**

Mr. Teshara reported there were some code corrections and clarifications the APC recommended approval of to the Governing Board.

Ms. McDermid arrived at 9:37 a.m.

**VI. TAHOE TRANSPORTATION COMMISSION (TTC) CONSENT ITEMS**

- A. Recommend Adoption of the Supporting Resolution for the Revised Fiscal Year 2013 Federal Transit Administration Section 5311 Program of Projects for the California Portion of the Tahoe Region to the Tahoe Regional Planning Agency Governing Board

Ms. Santiago motioned to approve the consent calendar, Ms. McDermid seconded the motion. The motion passed unanimously.

**VII. TAHOE TRANSPORTATION COMMISSION (TTC) BUSINESS ITEMS**

- A. Recommend Approval of the 2013 Federal Transportation Improvement Program Amendment No. 5 to the Tahoe Metropolitan Planning Organization Governing Board

Ms. Weber reviewed this item.

Action Requested: Recommend Approval

Mr. Kraatz made the motion to recommend approval of the 2013 Federal Transportation Improvement Program Amendment No. 5 to the Tahoe Metropolitan Planning Organization Governing Board. Ms. McDermid seconded the motion. The motion passed unanimously.

**VIII. ADJOURN AS TTC AND RECONVENE AS TTD**

**IX. TAHOE TRANSPORTATION DISTRICT (TTD) CONSENT ITEMS**

- A. Review and Acceptance of the District's Financial Statement of Operations for the Period July 1, 2012 Through April 30, 2013
- B. Review and Acceptance of South Shore and Commuter Transit April 2013 Operations Report
- C. Approval to Enter into Purchase Agreement for Angeltrax On-Board Camera Systems from R. O. Bus Sales; Approve the Award of the Transit Bus System Interior Advertising Management to TIGA Advertising, Inc.; and Authorize District Manager to Execute Agreement with TIGA Advertising, Inc., Pending Legal Review and Approval of Standard Agreements
- D. Approval of a Task Order for Matzoll Development Consultants for the California and Nevada Transit Shelter Phase 2 Projects, and a Contract Amendment and Task Order for Wood Rodgers for the State Route 89 Fanny Bridge Community Revitalization Project
- E. Adoption of Addendum to 2001 California Environmental Quality Act Negative Declaration for the West Shore Trail Extension: Sugar Pine to Meeks Bay Class 1 Bike Path; Approval of the Project as Described in the 2001 Initial Study and Negative Declaration and Addendum; and Authorization to File the Notice of Determination with the State Clearinghouse Pursuant to State California Environmental Quality Act Guidelines, Section 15096
- F. Approval of Contract Amendment with Airport Mini Bus for Night Rider Transit Services Agreement for the 2013 Season, and Authorize District Manager to Execute a Contract Amendment in Substantially the Form Presented to the Board Pending Legal Review and Approval

Ms. Santiago motioned to approve the consent calendar, Mr. Mallery seconded the motion. The motion passed unanimously.

**X. TAHOE TRANSPORTATION DISTRICT (TTD) BUSINESS ITEMS**

- A. Approval of the Tahoe Transportation District's Proposed Work Program and Budget for Fiscal Year 2014

Mr. Hasty reviewed this item. It was discussed and decided to add "Coordinate with local area planning efforts on transit and capital improvement proposals" as a task description under Work Element 4.5. Ms. Schmitt reviewed the budget portion.

Mr. Van Havel left at 10:16 a.m.

Ms. Conner arrived at 10:25 a.m.

Mr. Strain arrived at 10:30 a.m.

Action Requested: Approval

Mr. Treabess made the motion to approve the proposed work program and budget for fiscal year 2014, as amended. Ms. McDermid seconded the motion. The motion passed unanimously.

- B. Approval of Award of California Transit Shelter Project – Phase 2 Construction Contract to Thomas Haen Company, Inc.; Authorize the Chairman and District Manager to Sign the Construction Contract; and Authorize the District Manager to Execute Contract Change Orders Consistent with the California Public Contract Code Limits, Not to Exceed Ten Percent of the Contract Amount**

Mr. Knotts reviewed this item.

Action Requested: Approval

Mr. Treabess made the motion to approve the award of the California Transit Shelter Project-Phase 2 construction contract to Thomas Haen Company, Inc.; authorize the Chairman and District Manager to sign the construction contract; and authorize the District Manager to execute contract change orders consistent with the public contract code limits, not to exceed ten percent of the contract amount. Ms. Santiago seconded the motion. The motion passed unanimously.

- C. Approval of Resolution 2013-003 Amending A Resolution of the Tahoe Transportation District Establishing Contracting and Purchasing Procedures**

Mr. Kirkland reviewed this item.

Action Requested: Approval

Mr. Treabess made the motion to approve Resolution 2013-003 amending the resolution of the Tahoe Transportation District establishing contracting and purchasing procedures. Ms. McDermid seconded the motion. The motion passed unanimously.

- D. Approval of the Nevada Transit Shelter Project – Phase 2; Authorize the Chairman and District Manager to Sign the Project Plans; Authorize Staff to Solicit at Least Three Informal Bids; Authorize the Chairman and District Manager to Execute the Construction Contract for an Amount not to Exceed \$40,000 with the Lowest Responsible/Responsive Informal Bidder; and Authorize the District Manager to Execute Contract Change Orders not to Exceed Ten Percent of the Contract Price**

Mr. Kirkland reviewed this item.



Action Requested: Approval

Ms. McDermid made the motion to approve the Nevada Transit Shelter Project-Phase 2 and authorize the Chairman and District Manager to sign the Project plans; authorize staff to solicit at least three informal bids for the Project; authorize the Chairman and District Manager to execute the construction contract, in substantially the form as presented, for an amount not to exceed \$40,000 with the lowest responsible/responsive bidder; and authorize the District Manager to execute contract change orders not to exceed ten percent of the contract price. Mr. Mallery seconded the motion. The motion passed unanimously.

- E. Approval of Purchase Orders for Fiscal Year 2013/2014 Annual Budgeted Expenses for Transit Operations Goods and Services Support and East Shore Express Parking Lot Customer Service Staffing  
Mr. Curtis Garner reviewed this item.

Action Requested: Approval

Mr. Mallery made the motion to approve \$3,961,826 in purchase order capacity to procure necessary goods and services for the District's transit operations for FY14 and \$16,000 East Shore Express parking lot customer service staffing. Mr. Treabess seconded the motion. The motion passed unanimously.

- F. Discussion and Possible Action on Outcomes of the District Manager's 2013 Performance Evaluation and Proposed Employment Agreement Modifications and Extension  
Mr. Teshara reviewed this item.

Action Requested: Discussion and Decision

Ms. McDermid made the motion to approve the employment agreement with the following: an increase to the District Manager's annual salary to \$120,000; a monthly mileage reimbursement of \$600; four and one-half months of severance pay (amount to be set aside in the general fund); annual increases of up to four percent; the term of the agreement shall be July 1, 2013 through June 30, 2016; and the Chairman and legal counsel shall develop an evaluation matrix to determine the annual increase percentage. Ms. Santiago seconded the motion. The motion passed, with Mr. Treabess opposed.

**XI. DISTRICT MANAGER REPORT**

Mr. Hasty congratulated Placer County on the award from CalAct for best rural transit system.

**XII. BOARD, COMMISSION MEMBER AND STAFF COMMENTS**

There were no other comments.

**XIII. LEGAL BRIEFING - CLOSED SESSION**

In re: South Tahoe Area Transit Authority (Case No. BK-N-10-53666-GWZ), and related cases, including MV Transportation, Inc. v. STATA et al. (Case No. 10-05100-GWZ). United States Bankruptcy Court for the District of Nevada.

The Board received an update and briefing from Counsel on the status of the MV lawsuit and took no further action.

**XIV. ADJOURNMENT**

The meeting adjourned at 12:13 p.m.

Respectfully Submitted:

*Judi White  
Executive Assistant  
Clerk to the Board  
Tahoe Transportation District*

*(The above meeting was recorded in its entirety, anyone wishing to listen to the aforementioned tapes, please contact Judi White, Clerk to the Board, (775) 589-5502.)*



MEMORANDUM

Date: July 8, 2013  
To: Tahoe Transportation District (TTD) Board of Directors  
From: TTD Staff  
Subject: Review and Acceptance of the District's Financial Statement of Operations for the Period July 1, 2012 Through May 31, 2013

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**Action Requested:**

It is requested the Board accept the Financial Statement of Operations for July 1, 2012 through May 31, 2013.

**Background:**

Staff has completed analyzing financial information for the eleven months of fiscal year 2013 (FY13). The presentation of the financial information will highlight May activity and continues to detail the District's funds: General, Capital Improvement Program (CIP), and Transit Operations.

**Discussion:**

**General Fund –**

Overall, the District ended with a decrease of \$13,546 for May. The decrease was expected as the District transferred \$20,000 from Rental Car Mitigation Fees to the Transit Fund for the annual support of South Shore transit management.

The District received \$10,940 in revenue for the CNG Fueling facility for April. Pinnacle had not provided the April report at time of the April financial statement preparation; therefore the revenues were included in the May activity.

The District's General Fund Balance as of May 31, 2013 is \$126,548, which is approximately \$43,260 more than at the start of the fiscal year.

**General Fund Forecast –**

The District transferred \$30,000 from the balance of mitigation fees, originally targeted to cover the interest incurred on the line of credit for the South Demo Construction Project, to the General Fund. This decreased CIP's deferred revenue, while increasing contributions to the District's overall transportation program.

Rental Car Mitigation Fees are expected to receive an additional \$7,500 in revenues prior to fiscal year end.

Staff is anticipating the General Fund to end the fiscal year with a fund balance of \$165,000, which is an increase of \$81,712 from the start of the year and \$79,406 more than what was projected for FY13.

CIP Fund –

Overall, the District ended May with an increase of \$56. The increase can be directly attributed to the interest earned from the District's savings account with Nevada State Bank.

Federal Lands and Highways Half Percent Project – Round 3 expenditures incurred during May totaled \$243,261. The District invoiced Tahoe Regional Planning Agency (TRPA), leaving a remaining balance of \$1,495,427 for Round 3.

South Demo Bikeway Project –

Total costs for the project incurred during May totaled \$16,026. The District recognized \$16,016 from Washoe County's advancement of Nevada State Question 1 funding and used \$11 from the Mitigation Fees.

US 50 Community Revitalization Project – SNPLMA

Total costs for the project incurred during May totaled \$6,045. The District invoiced TRPA, leaving a remaining balance on the grant of \$90,017.

American Recovery Reinvestment Act – NV Shelters

Total costs during May totaled \$6,186. The District invoiced NDOT, leaving a remaining balance on the grant of \$33,692.

Federal Transportation Administration – 5309 (CA Shelters, Preventive Maintenance & Transit Equipment)

Total costs for the CA Shelters project incurred during May totaled \$1,646. The District invoiced FTA \$1,317 (80%). The District recognized \$146 of Prop 1B PTMISEA and \$183 from the Classic Car Sales from CIP's deferred revenues.

The District's Capital Improvement Program Fund Balance at May 31, 2013 is \$337.

CIP Fund Forecast -

The District has continued to retain 10% of the contractor's invoices for the South Demo Bikeway Project. It is expected the contractor will invoice the District for the retention after all work has been completed on the project. Staff anticipates recording the retention expenses in FY13, while being able to invoice and recognize the revenue for these expenses in FY14. This will result in recording a negative fund balance at the close of FY13. In FY14, as revenues are recognized, the fund balance will revert back to zero. Current retention through May is \$114,677.

Staff has repaid the Douglas County mitigation fund held by TRPA in June for the \$300,000 they had advanced the District for the So. Demo Bikeway Project that helped ease cash flow needs during construction. The District was able to minimize the use of the Line of Credit, thereby decreasing the interest projected for the project.

The District is expecting the following Authorizations to Proceed Notices to be issued by TRPA for the following projects:

- FTA 5308 Bus Purchases (including Placer Co.) \$1,250,000
- Facility Improvements \$250,000
- Fueling Facility Improvements \$750,000

Due to the construction invoice retention, Staff is anticipating the CIP Fund to end the fiscal year with a negative fund balance of \$125,000, which is a decrease of \$125,000 from the start of the year and \$125,000 less than what was projected for FY13.

Transit Fund-

Overall, the District ended with an increase of \$18,561 for May. The increase to the fund balance was expected, as the District recognizes even monthly installments on contributions and TDA funding for the entire fiscal year. This practice results in increases during the months that have fewer costs and decreases during the months that incur higher costs. Operations net increase for May, excluding depreciation, totaled \$80,827.

South Shore Operations –

Total costs for Transit Operations incurred during May totaled \$270,705. NDOT was invoiced \$84,738. Contributions recognized for May totaled \$97,162 (Vail \$92,573, Douglas County \$3,589, Grace Academy \$1,000). TDA funding recognized in May totaled \$114,243 (LTF \$56,078, STA \$58,165). May fare box collections totaled \$37,888 and May pass sales totaled \$19,935.

SR 28 – East Shore Express

Total costs for the program incurred during May totaled \$475. NDOT was invoiced \$285 while \$190 was recognized from Transit Contributions.

Mobility Management –

Total costs for the program incurred during May totaled \$11,556. NDOT was invoiced \$10,238 and \$578 from contributions (Douglas County) provided the 5% match. The grant balance is \$45,643.

Congestion Mitigation and Air Quality (CMAQ) –

Total costs incurred for the CMAQ program totaled \$1,000 in May. Caltrans was invoiced \$1,000, leaving \$142,085 on the grant.

The net result increased Transit's overall fund balance for the year to \$5,046,484, which is approximately \$64,993 less than at the start of the fiscal year.

Transit Fund Forecast –

Legal fees for the MV versus STATA lawsuit for FY13 through May totaled \$93,254, bringing the total lawsuit costs from inception to \$173,836. These costs are not allowable for grant reimbursement. Staff budgeted \$68,000 for the entire lawsuit legal budget in the transit fund for FY13. Staff will continue to monitor the costs.

There has been an increase in FY14 Caltrans 5311 funding due to MAP-21 and a statewide project savings from SAFETEA-LU. Caltrans will increase by \$51,192 from \$75,791 to \$126,983 in FY14.

Staff is working with Nevada State Parks (NSP) to enter into an agreement where NSP will provide the match for summer 2014 (FY14 and 15) East Shore Express (SR28) program. As you recall, this program is a two-year pilot which has been funded by NDOT and SNPLMA. The SNPLMA match will terminate following summer 2013.

Staff is anticipating the Transit Fund to end the fiscal year with a fund balance of \$5,100,000, which is a decrease of \$11,476 from the start of the year and \$1,530,940 less than projected for FY13. (Prop 1B assets deferred to FY14).

**Balance Sheet**

The detailed balance sheet as of May 31, 2013 is attached (Attachment A).

The fixed asset balances, net of depreciation, include \$3,620,729 in transit funds and \$589,962 in general fund of federalized obligations. Should the District choose to liquidate a federalized asset, permission from the governmental agency is required and their obligation takes priority.

**Fiscal Analysis:**

The District is in good standing after the first eleven months of FY13.

**Additional Information:**

If you have any questions or comments regarding this item, please contact Joanie Schmitt at (775) 589-5507 or jschmitt@tahoetransportation.org.

**Attachment:**

A. May Financials

**Tahoe Transportation District  
Balance Sheet  
As of May 31, 2013**

	<b>TOTAL</b>	<b>General</b>	<b>CIP</b>	<b>Transit</b>	<b>GFA</b>
<b>ASSETS</b>					
Cash & Equivalents	1,355,165	107,243	460,280	787,642	
Accounts Receivable	1,249,822	38,064	529,339	682,419	
Prepays	-4,392	3,055	150	-7,597	
*Capital Assets, Net Depreciation	4,343,523			4,343,523	792,894
<b>TOTAL ASSETS</b>	<b>6,944,119</b>	<b>148,363</b>	<b>989,768</b>	<b>5,805,988</b>	<b>792,894</b>
<b>LIABILITIES</b>					
Accounts Payable	489,494	21,815	216,651	251,028	
Deferred Revenues	1,261,746		772,780	488,966	
Nevada State Bank - LOC					
EE Compensated Absences	19,510			19,510	55,230
<b>TOTAL LIABILITIES</b>	<b>1,770,750</b>	<b>21,815</b>	<b>989,431</b>	<b>759,504</b>	<b>55,230</b>
<b>FUND BALANCES</b>					
Invested in Capital, Net	4,716,740			4,716,740	993,954
Unrestricted Fund	478,024	83,288		394,736	-43,327
Contingency Fund					
Reserved for Encumbrances					
<b>SUB TOTAL FUND BALANCES</b>	<b>5,194,764</b>	<b>83,288</b>		<b>5,111,476</b>	<b>950,626</b>
<b>Increase/(Decrease) to Fund Balance</b>	<b>-21,395</b>	<b>43,260</b>	<b>337</b>	<b>-64,993</b>	<b>-212,962</b>
<b>TOTAL FUND BALANCE</b>	<b>5,173,368</b>	<b>126,548</b>	<b>337</b>	<b>5,046,484</b>	<b>737,664</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>6,944,119</b>	<b>148,363</b>	<b>989,768</b>	<b>5,805,988</b>	<b>792,894</b>

\* The fixed asset balances, net of depreciation, include \$3,620,729 in transit funds and \$589,962 in the governmental-wide fund account of federalized obligations. Should the District choose to liquidate a federalized asset, permission from the governmental agency is required and their obligation takes priority.

**Tahoe Transportation District  
Statement of Operations  
July 1, 2012 through May 31, 2013**

	<b>TOTAL</b>	<b>General</b>	<b>CIP</b>	<b>Transit</b>	<b>GFA</b>
Revenues					
Federal Grants	4,997,640		3,264,709	1,732,931	
State Funding	2,602,952		1,505,950	1,097,002	
Contributions	1,050,169	37,017		1,013,152	
General Revenues	97,790	96,590		1,200	
Charges for Services	1,010,034	358,457		651,578	
Special Items	798	72	337	388	
<b>TOTAL REVENUES</b>	<b>9,759,382</b>	<b>492,136</b>	<b>4,770,996</b>	<b>4,496,250</b>	
Expenses					
Personnel	600,590	15,713	385,067	199,810	11,903
Admin Support	96,290		63,537	32,754	
Contracts	6,901,636	165,349	3,941,106	2,795,181	
Fuel	506,645			506,645	
Depreciation	658,796			658,796	201,059
Other Operating	990,441	247,815	60,739	681,888	
Capital Outlay	25,868		16,402	9,467	
Interest	511		511		
Other Funding Sources		20,000	303,298	-323,298	
<b>TOTAL EXPENSES</b>	<b>9,780,778</b>	<b>448,876</b>	<b>4,770,659</b>	<b>4,561,243</b>	<b>212,962</b>
<b>Increase / (Decrease) to Fund Balance</b>	<b>-21,395</b>	<b>43,260</b>	<b>337</b>	<b>-64,993</b>	<b>-212,962</b>



**Tahoe Transportation District  
General Fund  
Statement of Operations  
July 1, 2012 through May 31, 2013**

	General Fund Activity			Actual vs Budget			Program YTD							
	1st Qtr	2nd Qtr	3rd Qtr	April	May	4th Qtr	YEAR TO DATE	Board Approved Budget	Var %	District Ops	No Shore Ski Service			Program Totals
											RCMF	CNG		
<b>Revenues</b>														
<b>General Revenues</b>														
Admin Support	22,588	22,756	28,975	11,337	10,634	21,972	96,290	105,498	91.3%	96,290				96,290
Miscellaneous	100	100		100		100	300		100.0%	300				300
Contributions			37,017				37,017	44,159	83.8%	37,017				37,017
<b>Total General Revenues</b>	<b>22,688</b>	<b>22,856</b>	<b>65,991</b>	<b>11,437</b>	<b>10,634</b>	<b>22,072</b>	<b>133,607</b>	<b>149,657</b>	<b>89.3%</b>	<b>133,607</b>				<b>133,607</b>
<b>Charges for Services</b>														
No. Shore Ski Services Revenues			178,666				178,666		-100.0%				178,666	178,666
Rental Car Mitigation Fees	31,087	16,965	25,419	1,122	1,535	2,657	76,127	75,000	101.5%	76,127				76,127
CNG Station Revenues	19,143	29,368	37,570	0	17,584	17,584	103,664	134,098	77.3%		103,664			103,664
<b>Total Charges for Services</b>	<b>50,230</b>	<b>46,332</b>	<b>241,654</b>	<b>1,122</b>	<b>19,119</b>	<b>20,241</b>	<b>358,457</b>	<b>209,098</b>	<b>171.4%</b>	<b>76,127</b>	<b>103,664</b>	<b>178,666</b>	<b>358,457</b>	
<b>Special Items</b>														
Interest Revenue	1	5	41	14	12	26	72		-100.0%	72				72
<b>Total Special Revenues</b>	<b>1</b>	<b>5</b>	<b>41</b>	<b>14</b>	<b>12</b>	<b>26</b>	<b>72</b>		<b>-100.0%</b>	<b>72</b>				<b>72</b>
<b>TOTAL REVENUES</b>	<b>72,918</b>	<b>69,193</b>	<b>307,687</b>	<b>12,573</b>	<b>29,764</b>	<b>42,338</b>	<b>492,136</b>	<b>358,755</b>	<b>137.2%</b>	<b>133,679</b>	<b>76,127</b>	<b>103,664</b>	<b>178,666</b>	<b>492,136</b>
<b>Expenses</b>														
<b>Operating</b>														
Personnel	3,312	3,931	3,305	367	4,798	5,165	15,713	29,763	52.8%	15,713				15,713
Contracts		30,161	135,188				165,349		-100.0%				165,349	165,349
Insurance	4,436	936	936	312	312	624	6,932	3,900	177.7%		3,500	3,432		6,932
Facility Rent	8,568	8,428	8,601	2,462	2,862	5,323	30,921	37,700	82.0%	27,078		3,842		30,921
Facility Utilities	18,882	21,589	25,532	5,626	4,733	10,359	76,362	107,148	71.3%	2,153	74,209			76,362
Telephone	61	23	28	1	18	19	131		-100.0%	131				131
Supplies	1,579	1,622	1,666	541	541	1,082	5,949	6,000	99.2%	5,949				5,949
Advertising & Public Relations								1,000	0.0%					
Reproduction & Printing			62				62	1,000	6.2%	62				62
Postage	155		260				415	250	165.9%	415				415
Dues, Subscriptions & Publications	724	625	1,802				3,151	1,600	196.9%	3,151				3,151
License & Permits			311	3,780		3,780	4,091	350	1168.9%	3,780		311		4,091
Professional Services	16,294	16,716	20,972	4,182	5,878	10,060	64,041	89,000	72.0%	49,765		14,276		64,041
Legal Services	3,935	13,318			300	300	17,553	22,500	78.0%		4,235		13,318	17,553
Auditing Services	2,085	480	7,000		4,050	4,050	13,615	5,100	267.0%		13,615			13,615
Transit Management - No Shore				20,000		20,000	20,000	20,000	100.0%		20,000			20,000
Training			575				575	4,500	12.8%	575				575
Travel	585	481	1,283	246		246	2,595	6,638	39.1%	2,595				2,595
Modified Business Tax	276	555	492				1,323		-100.0%	1,323				1,323
Miscellaneous Expenses	117	8	39	117	-181	-64	100		-100.0%	100				100
<b>Total Operating</b>	<b>61,008</b>	<b>98,873</b>	<b>208,051</b>	<b>37,634</b>	<b>23,310</b>	<b>60,944</b>	<b>428,876</b>	<b>336,449</b>	<b>127.5%</b>	<b>112,789</b>	<b>41,350</b>	<b>96,070</b>	<b>178,666</b>	<b>428,876</b>
<b>Capital Outlay</b>														
Office & Equipment over \$5000								906,250	0.0%					
Office & Equipment under \$5000									0.0%					
CIP over \$5000									0.0%					
Reimbursed Capital Expenses									0.0%					
<b>Total Capital Outlay</b>								<b>906,250</b>	<b>0.0%</b>					
<b>Other Financing Sources</b>														
Preventive Maint (In)														
Capital Outlay (In) Out								-906,250	0.0%					
Transfer (In) Out					20,000	20,000	20,000	20,000	100.0%		20,000			20,000
<b>Total Other Financing Sources</b>					<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>-886,250</b>	<b>-2.3%</b>		<b>20,000</b>			<b>20,000</b>
<b>TOTAL EXPENSES</b>	<b>61,008</b>	<b>98,873</b>	<b>208,051</b>	<b>37,634</b>	<b>43,310</b>	<b>80,944</b>	<b>448,876</b>	<b>356,449</b>	<b>125.9%</b>	<b>112,789</b>	<b>61,350</b>	<b>96,070</b>	<b>178,666</b>	<b>448,876</b>
<b>Increase/(Decrease) to Fund Balance</b>	<b>11,911</b>	<b>-29,681</b>	<b>99,636</b>	<b>-25,061</b>	<b>-13,546</b>	<b>-38,606</b>	<b>43,260</b>	<b>2,306</b>	<b>1876.0%</b>	<b>20,890</b>	<b>14,777</b>	<b>7,594</b>		<b>43,260</b>

**Tahoe Transportation District  
CIP Fund  
Statement of Operations  
July 1, 2012 through May 31, 2013**

	CIP Fund Activity						Actual vs Budget			Program YTD									
	1st Qtr	2nd Qtr	3rd Qtr	Apr	May	4th Qtr	YEAR TO DATE	Board Approved Budget	Var %	FLH Rd 2 / FLH Rd 3	So. Demo Construction	No. Demo Bikeway	Trolley Purchase	FTA 5309	US 50 SNPLMA	Prop 1B Electronic Fareboxes	NV Shelters	AVL / Electronic Fareboxes	Program Totals
	<b>Revenues</b>																		
<b>Capital Grant &amp; Contributions</b>																			
FTA 5309	222,451	1,951	1,188		1,317	1,317	226,907	291,999	77.71%				183,620	43,287					226,907
FTA 5308								1,000,000	0.00%										
ARRA	38,963	1,388		1,645	6,186	7,831	48,182	80,358	59.96%								18,182	30,000	48,182
FLH 1/2 Percent Funding	489,801	777,462	798,065	238,552	243,261	481,813	2,547,142	5,174,589	49.22%	2,547,142									2,547,142
Contributions/Grant Match	8,775	50,208	-49,064		194	194	10,113	90,882	11.13%		412			8,698			1,002		10,113
Prop 1B	50,112	487	298		146	146	51,043	1,762,849	2.90%				45,730	4,088		1,225			51,043
Scenic Byways	10,047	4,874	39,663	1,865		1,865	56,449	93,000	60.70%		56,449								56,449
SNPLMA - US 50	33,732	107,386	217,006	21,862	6,045	27,907	386,030	452,120	85.38%					386,030					386,030
Question 1	264,227	257,577	22,625	15,120	16,016	31,136	575,565	1,010,040	56.98%		552,509	23,057							575,565
FHWA - Rec Trails								179,405	0.00%										
NV State Lands			12,850				12,850		-100.00%		12,850								12,850
Tahoe License Plate Funds			37,150				37,150	50,000	74.30%		37,150								37,150
NDOT - Gas Tax	318,236	500,994					819,229	985,200	83.15%		819,229								819,229
<b>Total Capital Grants &amp; Contrib</b>	<b>1,436,344</b>	<b>1,702,326</b>	<b>1,079,780</b>	<b>279,045</b>	<b>273,164</b>	<b>552,209</b>	<b>4,770,659</b>	<b>11,170,442</b>	<b>42.71%</b>	<b>2,547,142</b>	<b>1,422,150</b>	<b>79,505</b>	<b>229,350</b>	<b>56,073</b>	<b>386,030</b>	<b>1,225</b>	<b>19,184</b>	<b>30,000</b>	<b>4,770,659</b>
<b>Special Items</b>																			
Interest Revenue	69	108	73	31	56	87	337		-100.00%	2	158		10	120		48			337
<b>Total Special Items</b>	<b>69</b>	<b>108</b>	<b>73</b>	<b>31</b>	<b>56</b>	<b>87</b>	<b>337</b>		<b>-100.00%</b>	<b>2</b>	<b>158</b>		<b>10</b>	<b>120</b>		<b>48</b>			<b>337</b>
<b>TOTAL REVENUES</b>	<b>1,436,413</b>	<b>1,702,434</b>	<b>1,079,853</b>	<b>279,075</b>	<b>273,221</b>	<b>552,296</b>	<b>4,770,996</b>	<b>11,170,442</b>	<b>42.71%</b>	<b>2,547,144</b>	<b>1,422,308</b>	<b>79,505</b>	<b>229,360</b>	<b>56,193</b>	<b>386,030</b>	<b>1,273</b>	<b>19,184</b>	<b>30,000</b>	<b>4,770,996</b>
<b>Expenses</b>																			
Personnel	90,811	103,971	102,276	38,196	49,814	88,010	385,067	476,732	80.77%	365,658	18,144			1,023		242			385,067
Contract Services	983,460	1,565,301	946,714	231,834	213,796	445,630	3,941,106	7,365,757	53.51%	2,066,216	1,398,524	79,505		2,588	384,305	9,968			3,941,106
Repair and Maintenance	8,252						8,252	30,000	27.51%					8,252					8,252
Reproduction & Printing		80	124		258	258	462	5,880	7.86%		80			258					462
Rent Meeting Room	459	1,873	350		250	250	2,933	3,000	97.75%	2,933									2,933
Facility Utilities/Telephone	312	539	758	223	241	464	2,074		-100.00%	1,202	873								2,074
Supplies	153		252	7		7	412	500	82.32%	259	153								412
Advertising / Outreach		3,213	982				4,195	18,500	22.67%	4,195									4,195
Legal Notices					470	470	470	6,850	6.86%					470					470
Admin Support	15,054	15,621	19,321	7,157	6,383	13,540	63,537	72,119	88.10%	60,480	2,887			129		40			63,537
Postage								4,750	0.00%										0
Subscriptions, Dues, & Public	13,931	315	652				14,898	600	2483.00%	14,898									14,898
License & Permits	11		50				61	900	6.78%	50	11								61
Professional Services	519	530	26				1,075	13,689	7.85%	856	219								1,075
Legal Services	6,918	3,384	4,146	925	1,796	2,721	17,169	30,370	56.53%	13,580	450		1,293	1,725		121			17,169
Auditing Services	2,085	480					2,565	5,100	50.29%	2,565									2,565

**Tahoe Transportation District  
CIP Fund  
Statement of Operations  
July 1, 2012 through May 31, 2013**

	CIP Fund Activity						Actual vs Budget			Program YTD									
	1st Qtr	2nd Qtr	3rd Qtr	Apr	May	4th Qtr	YEAR TO DATE	Board Approved Budget	Var %	FLH Rd 2 / FLH Rd 3	So. Demo Construction	No. Demo Bikeway	Trolley Purchase	FTA 5309	US 50 SNPLMA	Prop 1B Electronic Fareboxes	NV Shelters	AVL / Electronic Fareboxes	Program Totals
<b>Expenses Continued</b>																			
Training	3,409	3,190	1,845				8,444	7,450	113.34%	8,225	219								8,444
Travel - Per Diem		1,536	249	537		537	2,322	5,100	45.54%	2,322									2,322
Travel - Commercial Air	787	933					1,720	3,500	49.15%	1,720									1,720
Travel - Auto	222	1,151	215	164	145	310	1,898	1,060	179.01%	1,859	39								1,898
Misc / Contingency			31		11	11	42		-100.00%		42								42
Reimb Operating	-8,252						-8,252	-81,826	10.08%					-8,252					-8,252
<b>Total Operating</b>	<b>1,118,131</b>	<b>1,702,119</b>	<b>1,077,990</b>	<b>279,045</b>	<b>273,164</b>	<b>552,209</b>	<b>4,450,449</b>	<b>7,970,031</b>	<b>55.84%</b>	<b>2,547,142</b>	<b>1,421,639</b>	<b>79,505</b>		<b>5,762</b>	<b>386,030</b>		<b>10,371</b>		<b>4,450,449</b>
<b>Capital Outlay</b>																			
Equipment over \$5000	294,392						294,392	2,864,098	10.28%			229,350	26,229				8,813	30,000	294,392
Equipment under \$5000	7,981		1,486				9,466		-100.00%				8,241		1,225				9,466
CIP over \$5000	7,589						7,589	230,487	3.29%				7,589						7,589
Reimb Capital Expenses	-293,560		-1,486				-295,046	-3,094,585	9.53%			-229,350	-34,471		-1,225			-30,000	-295,046
<b>Total Capital Outlay</b>	<b>16,402</b>						<b>16,402</b>		<b>-100.00%</b>				<b>7,589</b>				<b>8,813</b>		<b>16,402</b>
<b>Interest</b>																			
Interest		208	303				511	30,000	1.70%		511								511
<b>Total Interest</b>		<b>208</b>	<b>303</b>				<b>511</b>	<b>30,000</b>	<b>1.70%</b>		<b>511</b>								<b>511</b>
<b>Other Financing Sources</b>																			
Preventive Maint (In)	8,252						8,252	30,000	27.51%				8,252						8,252
Capital Outlay (In) Out	293,560		1,486				295,046	3,146,411	9.38%			229,350	34,471		1,225			30,000	295,046
Transfer (In) Out								-6,000	0.00%										
<b>Total Other Financing Sources</b>	<b>301,812</b>		<b>1,486</b>				<b>303,298</b>	<b>3,170,411</b>	<b>9.57%</b>			<b>229,350</b>	<b>42,723</b>		<b>1,225</b>			<b>30,000</b>	<b>303,298</b>
<b>TOTAL EXPENSES</b>	<b>1,436,344</b>	<b>1,702,326</b>	<b>1,079,780</b>	<b>279,045</b>	<b>273,164</b>	<b>552,209</b>	<b>4,770,659</b>	<b>11,170,442</b>	<b>42.71%</b>	<b>2,547,142</b>	<b>1,422,150</b>	<b>79,505</b>	<b>229,350</b>	<b>56,073</b>	<b>386,030</b>	<b>1,225</b>	<b>19,184</b>	<b>30,000</b>	<b>4,770,659</b>
<b>Increase / (Decrease) to Fund Balance</b>	<b>69</b>	<b>108</b>	<b>73</b>	<b>31</b>	<b>56</b>	<b>87</b>	<b>337</b>	<b>0</b>	<b>-100.00%</b>	<b>2</b>	<b>158</b>	<b>10</b>	<b>120</b>		<b>48</b>				<b>337</b>

Tahoe Transportation District  
Transit Fund  
Statement of Operations  
July 1, 2012 - May 31, 2013

	TO Fund Activity						Actual vs Budget			Program YTD				
	1st Qtr	2nd Qtr	3rd Qtr	April	May	4th Qtr	YEAR TO DATE	Board	Var %	Transit Ops	SR 28	CMAQ	Mobility Mgr	Program Totals
								Approved Budget						
<b>Revenues</b>														
<b>Grants &amp; Contributions</b>														
FTA 5311 - NDOT	353,674	324,980	496,100	119,262	96,001	215,263	1,390,017	1,825,017	76.16%	1,262,836	81,023		46,158	1,390,017
FTA 5311 - Caltrans	81,829	11,163					92,992	92,992	100.00%	92,992				92,992
CMAQ - Caltrans			54,915	2,000	1,000	3,000	57,915	100,000	57.92%			57,915		57,915
USFS - SNPLMA	53,826	134,910	0				188,736	205,432	91.87%	134,910	53,826			188,736
RTAP - Caltrans/NDOT	940		176	2,154		2,154	3,270	3,500	93.43%	3,270				3,270
Operating Contributions	276,589	295,061	267,573	76,000	97,929	173,929	1,013,152	1,230,376	82.34%	1,010,533	190		2,430	1,013,152
TDA - LTF	168,233	168,233	168,233	56,078	56,078	112,155	616,853	672,929	91.67%	616,853				616,853
TDA - STA	94,662	94,662	174,495	58,165	58,165	116,330	480,149	378,648	126.81%	480,149				480,149
<b>Total Grants &amp; Contributions</b>	<b>1,029,752</b>	<b>1,029,009</b>	<b>1,161,492</b>	<b>313,658</b>	<b>309,173</b>	<b>622,831</b>	<b>3,843,084</b>	<b>4,508,894</b>	<b>85.23%</b>	<b>3,601,542</b>	<b>135,039</b>	<b>57,915</b>	<b>48,588</b>	<b>3,843,084</b>
<b>Charges for Services</b>														
FareBox Revenue	161,561	142,463	137,246	38,840	37,888	76,728	517,998	559,661	92.56%	502,498	15,500			517,998
Pass Sales	30,785	31,075	38,370	13,415	19,935	33,350	133,580	60,339	221.38%	133,580				133,580
<b>Total Charges for Services</b>	<b>192,346</b>	<b>173,538</b>	<b>175,616</b>	<b>52,255</b>	<b>57,823</b>	<b>110,078</b>	<b>651,578</b>	<b>620,000</b>	<b>105.09%</b>	<b>636,078</b>	<b>15,500</b>			<b>651,578</b>
<b>Special Items</b>														
Insurance Claims	1,200						1,200		-100.00%	1,200				1,200
Interest Revenue	48	71	122	82	65	147	388		-100.00%	388				388
<b>Total Special Items</b>	<b>1,248</b>	<b>71</b>	<b>122</b>	<b>82</b>	<b>65</b>	<b>147</b>	<b>1,588</b>		<b>-100.00%</b>	<b>1,588</b>				<b>1,588</b>
<b>Pass Through Revenue</b>	<b>96,802</b>						<b>96,802</b>		<b>-100.00%</b>	<b>96,802</b>				<b>96,802</b>
<b>TOTAL REVENUES</b>	<b>1,320,149</b>	<b>1,202,617</b>	<b>1,337,230</b>	<b>365,996</b>	<b>367,060</b>	<b>733,056</b>	<b>4,593,052</b>	<b>5,128,894</b>	<b>89.55%</b>	<b>4,336,011</b>	<b>150,539</b>	<b>57,915</b>	<b>48,588</b>	<b>4,593,052</b>
<b>Expenses</b>														
<b>Operating</b>														
Personnel	41,564	49,031	52,829	23,061	33,326	56,387	199,810	220,647	90.56%	182,812	67		16,932	199,810
Contract Services	637,636	701,513	1,041,880	236,608	177,544	414,152	2,795,181	3,370,908	82.92%	2,704,594	61,768		28,818	2,795,181
Vehicle Fuel	121,341	130,868	180,006	41,532	32,898	74,429	506,645	749,983	67.55%	498,262	8,383			506,645
Sales Tax on Fuel	147	831	256				1,234	3,700	33.34%	1,234				1,234
Repair and Maintenance	13,529	8,768	5,251	4,689	2,628	7,317	34,865	90,001	38.74%	34,865				34,865
Insurance	39,847	39,739	39,841	13,246	13,772	27,018	146,446	160,000	91.53%	143,355	3,091			146,446
Reproduction & Printing	1,190	3,008	1,267	360	467	828	6,292	36,000	17.48%	6,292				6,292
Facility Rent	36,658	30,046	31,006	10,336	9,375	19,711	117,421	172,260	68.16%	108,889	8,532			117,421
Facility Utilities	22,625	16,201	23,636	3,448	2,867	6,316	68,777	62,000	110.93%	66,501	2,276			68,777
Telephone	4,413	4,200	3,931	1,383	1,278	2,661	15,205	30,500	49.85%	15,042	162			15,205
Supplies			194				194	1,750	11.08%	194				194
Advertising & Public Relator	46,885	5,637	7,491	1,000	1,000	2,000	62,013	121,166	51.18%	6,603	39,549	15,862		62,013
Admin & Overhead Expense	7,534	7,135	9,654	4,180	4,251	8,431	32,754	33,379	98.13%	29,907	10		2,838	32,754
License & Permits			1,359				1,359	2,500	54.36%	1,359				1,359
Dues, Subscriptions and Public	927	369	435				1,731	2,000	86.55%	1,731				1,731
Professional Services	48,447	5,906	4,384	2,184	951	3,135	61,871	160,752	38.49%	48,659	13,212			61,871
Legal Services	25,352	33,450	12,822	3,380	25,743	29,123	100,747	68,000	148.16%	100,747				100,747
Auditing Services	4,930	1,540					6,470	12,000	53.92%	6,470				6,470
Bank Fees	804	685	2,349	254	241	494	4,333	10,206	42.46%	4,333				4,333
Training	445	1,595	2,068	690	-330	360	4,468	10,500	42.55%	4,468				4,468
Travel	1,338	35	2,354	896	223	1,119	4,846	5,000	96.91%	4,846				4,846
Miscellaneous Expenses	90	-855	0	10		10	-755		-100.00%	-755				-755
FareBox Replacement		30,604	11,450				42,054	40,339	104.25%			42,054		42,054
Grant Match Required	2,493		-176				2,317		-100.00%	2,317				2,317
Depreciation Expense	172,377	183,452	181,780	58,921	62,266	121,187	658,796	530,000	124.30%	658,796				658,796
<b>Total Operating</b>	<b>1,230,572</b>	<b>1,253,758</b>	<b>1,616,067</b>	<b>406,178</b>	<b>368,499</b>	<b>774,677</b>	<b>4,875,073</b>	<b>5,893,591</b>	<b>82.72%</b>	<b>4,631,521</b>	<b>137,049</b>	<b>57,915</b>	<b>48,588</b>	<b>4,875,073</b>

Tahoe Transportation District  
 Transit Fund  
 Statement of Operations  
 July 1, 2012 - May 31, 2013

	TO Fund Activity			Actual vs Budget			Program YTD							
	1st Qtr	2nd Qtr	3rd Qtr	April	May	4th Qtr	YEAR TO DATE	Board Approved Budget	Var %	Transit Ops	SR 28	CMAQ	Mobility Mgr	Program Totals
<b>Capital Outlay</b>														
Equipment over \$5000									0.00%					
Equipment under \$5000	7,981		1,486				9,467		-100.00%	9,467				9,467
CIP over \$5000									0.00%					
Reimbursed Capital Expenses									0.00%					
<b>Total Capital Outlay</b>	<b>7,981</b>		<b>1,486</b>				<b>9,467</b>		<b>-100.00%</b>	<b>9,467</b>				<b>9,467</b>
<b>Other Financing Sources</b>														
Preventive Maint (In)	-8,252						-8,252	-30,000	27.51%	-8,252				-8,252
Capital Outlay (In) Out	-293,560		-1,486				-295,046	-2,240,161	13.17%	-295,046				-295,046
Transfer (In) Out					-20,000	-20,000	-20,000	-14,000	0.00%	-20,000				-20,000
<b>Total Other Financing Sources</b>	<b>-301,812</b>		<b>-1,486</b>		<b>-20,000</b>	<b>-20,000</b>	<b>-323,298</b>	<b>-2,284,161</b>	<b>14.15%</b>	<b>-323,298</b>				<b>-323,298</b>
<b>Pass Through Expense</b>	<b>96,802</b>						<b>96,802</b>		<b>-100.00%</b>	<b>96,802</b>				<b>96,802</b>
<b>TOTAL EXPENSES</b>	<b>1,033,543</b>	<b>1,253,758</b>	<b>1,616,067</b>	<b>406,178</b>	<b>348,499</b>	<b>754,677</b>	<b>4,658,045</b>	<b>3,609,430</b>	<b>129.05%</b>	<b>4,414,493</b>	<b>137,049</b>	<b>57,915</b>	<b>48,588</b>	<b>4,658,045</b>
<b>Increase / Decrease) to Fund Balance</b>	<b>286,606</b>	<b>-51,141</b>	<b>-278,837</b>	<b>-40,182</b>	<b>18,561</b>	<b>-21,621</b>	<b>-64,993</b>	<b>1,519,464</b>	<b>-4.28%</b>	<b>-78,482</b>	<b>13,490</b>			<b>-64,993</b>

Transit Ops Decrease	-64,993
Add Back Depreciation	658,796
Subtract Other Financing	-323,298
<b>Total</b>	<b>270,506</b>





MEMORANDUM

Date: July 8, 2013  
To: Tahoe Transportation District (TTD) Board of Directors  
From: TTD Staff  
Subject: Review and Acceptance of South Shore and Commuter Transit May 2013 Operations Report

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**Action Requested:**

It is requested the Board review and accept the monthly transit operations report for May 2013.

**Background:**

To inform the Board of the performance of the transit system, Staff will submit a monthly summary of key operational information.

**Transit Operations Discussion:**

Maintenance personnel reviewed the proper use of safety glasses in the shop area in their May safety training. Two safety trainings will be conducted for operations staff and drivers in June.

David Gantzer is May's customer service award recipient for providing excellent customer service in his role as dispatcher. Les Mugford is May's safety award winner, in recognition of his perfect safety record since joining Keolis in 2011.

Keolis received three compliments related to driver friendliness and good customer service in May. Four driver-related complaints were received in May: two complaints of poor service and two of unsafe driving. None of the complaints were determined to have merit. Overall, May was a very good month for passenger satisfaction.

Continuing the trend begun in April, there were no service issues resulting in delayed service; no accidents; and no injuries.

Combined fixed-route and on-call ridership in May was up 8.37% compared with May 2012.

**Facilities Alternatives Update:**

There are some deficiencies at the transit maintenance and operations facility located on Shop Street. Staff will issue a Request for Approach (RFA) to three firms to help determine the best course of action regarding future operations, whether to rehabilitate the existing facility or to develop an alternative location. Existing conditions will be described in detail and each firm will present to Staff an approach to developing an action plan. Staff will solicit the RFA from IBI, HDR and Stantec; three firms with extensive experience in transit facilities planning.

The firm presenting the most comprehensive and appropriate proposal will be selected, provided that the cost of the project is within the TTD budget. Negotiations with respect to project cost and scope will be conducted, if necessary, after the RFA's have been submitted.

**Carson Valley Transit Amenities:**

With the Board's approval of TTD Task Orders for FY 2014 (Agenda Item VII.C.), Staff intends to plan for future transit stop amenities in the Carson Valley, Minden and Gardnerville and to relocate some of the existing bus stops established prior to 2010. Service between Minden / Gardnerville and Carson City was implemented in October 2011, and now that the service has proven to be sustainable, this preliminary engineering work is necessary.

Locating a transit stop requires a site assessment to determine suitability based on safety, traffic patterns, property ownership, zoning, right of way, easements, permit requirements and accessibility. Wood Rogers will provide Staff with general schematics and depictions of proposed transit amenity improvements for up to 16 locations. Following Staff review, Wood Rogers will prepare and submit the encroachment permit applications required to install transit stop amenities at each of the 16 locations selected. Agencies involved in the project review and approval process include Nevada Department of Transportation and Douglas County. Work completed under this task shall include coordination required with the approval agencies, providing responses to comments received from the agencies on the Encroachment Permit application packages and revision of materials submitted as part of the initial encroachment permit application package.

**Additional Information:**

If you have any questions or comments regarding this item, please contact Curtis Garner at (775) 589-5505 or [cgarner@tahoetransportation.org](mailto:cgarner@tahoetransportation.org).

**Attachment:**

- A. TTD Transit statistical data for May 2013 (To be presented at Board meeting)





MEMORANDUM

Date: July 8, 2013  
To: Tahoe Transportation District (TTD) Board of Directors  
From: TTD Staff  
Subject: Approval of US 50 South Shore Community Revitalization Project Community Review Committee Appointments

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**Action Requested:**

It is requested the Board approve the appointment of members to the US 50 South Shore Community Revitalization Project Community Review Committee (CRC).

**Background:**

At the April 12, 2013 meeting of the TTD Board of Directors, Staff presented a project update on the US 50 South Shore Community Revitalization Project (Project), which included a recommendation for a range of alternatives to be included in the environmental analysis, the findings of the Economic Analysis, and the overall results and outcomes of the Business Review Committee established for the Project. As a result of this meeting, the following project alternatives were approved to proceed to formal environmental analysis and preliminary engineering:

- Alternative 1 - No Project/No Build Alternative**
- Alternative 2 - Project Study Report Alternative 2 (with options)**
- Alternative 3 - "Triangle" Alternative (revised proposed action)**
- Alternative 4 - "Triangle One-Way" Alternative**
- Alternative 5 - "Skywalk" Alternative**

Also included in the April 2013 staff report was an update on the establishment of the CRC and Staff's intent to proceed with solicitation of representatives following the conclusion of the Business Review Committee (BRC). The added value the CRC will bring to the PDT is the representation of key aspects of community opinion and needs, including addressing concerns and ideas for constructive solutions for the project and relocation needs.

**Discussion:**

Since the action by the Board on the range of alternatives, Staff and the design and environmental firms have been working on updating the design and environmental reports required to analyze the additional alternatives. Additionally, the Outreach Specialist has been active in the community keeping the public apprised of project development activities, as well as identifying potential representatives to participate on the CRC. In doing so, the project team, with input from local government, is recommending the following representatives, which were sent a formal participation request the week of June 24.

<b>Business/Property/Representation</b>	<b>Representative</b>
Project Area Residential Property Owner	Robert Wyatt
Project Area Residential Property Owner	Jason Collin
Project Area Residential Property Owner	Steve Tancreedy
Project Area Residential Property Owner	Brian Moritch
Social Service Representative	Rolf Grantaham
General Public Representative	Greta Hemsch
Social Service Representative	Erica Eng
BRC Carryover/Project Area Commercial Property Owner	Mike McKeen
Elderly/Disabled Community Advocate	John Pillsbury
Tahoe Meadows HOA Rep/Project Area Residential Property Owner	Cathi Sweeney
BRC Carryover/ Project Area Property and Business Owner	Pete McRoberts/John House
BRC Carryover/Business at Large	B Gorman
General Public Representative	Scott Valentine
Recreation Representative	Bob Hassett
Lakeside Park HOA Rep/Project Area Residential Property Owner	TBD
Tahoe Family Services	Rick Meyer (tentative)
General Public Representative	Sean Sweeney
BRC Carryover/Area Business owner	Deb Howard
BRC Carryover/Project Area Property and Business Owner	Mitchell Mize
Project Area Property and Business Owner	Kala Patel
Project Area Residential Property Owner	Marcia Deerfield

The make-up of the CRC is intended to incorporate a wide range of community perspectives, while retaining a few members from the BRC to maintain continuity, and assist in providing context and background to the group on the project. It is anticipated that the CRC will have five formal meetings, including an initial orientation meeting on commitments, project background and history, range of alternatives, and overall roles and responsibilities of the CRC as it relates to specific elements of the project and ongoing community input. These meetings will be facilitated in a manner similar to the BRC meetings, which proved to be productive, efficient, and insightful. The authorization for the facilitation assistance is discussed and requested under Agenda Item VII.C.

At the time of preparing this staff summary, participation confirmations have not yet been received from all of the representatives listed above. Staff is continuing to reach out to these

individuals and a status report on commitments will be provided to the Board at the July meeting.

**Fiscal Analysis:**

All expenditures associated with this effort are proposed under Agenda Item VII.C. There is no additional fiscal impact associated with this item.

**Work Program Analysis:**

This project is included the Work Program. All work associated with this effort will be captured under respective elements of the existing Work Program and corresponding allotted staff time.

**Additional Information:**

If you have any questions or comments regarding this item, please contact Alfred Knotts at [aknotts@tahoetransportation.org](mailto:aknotts@tahoetransportation.org) or (775) 589-5503.





MEMORANDUM

Date: July 8, 2013  
To: Tahoe Transportation District (TTD) Board of Directors  
From: TTD Staff  
Subject: Approval of a Contract and Task Order for CH2M Hill to Develop the Business Case for the Trans-Sierra Transportation Plan

---

**Action Requested:**

It is requested the Board approve a Contract and Task Order for CH2M Hill as identified in the tables below to develop the business case for the Trans-Sierra Transportation Plan.

**Background:**

Staff and the Board have discussed the concept of the Trans-Sierra Transportation Coalition and the need to conduct an economic analysis of the community and determine the economic value of implementing the 20-year Regional Transportation Plans (RTPs) in a broader region. Such a business case was proposed as part of the District's efforts to address the need of ensuring continued revenue in order to construct Tahoe's transportation projects. The Board adopted the development of this analysis and subsequent report as part of the work program and budget for FY 2014 at its June Board meeting.

CH2M Hill is on the District's list of qualified consultants. This is the first project the District has engaged CH2M Hill and it is necessary to update their blanket contract as well as approve the task order.

**Discussion:**

As discussed in previous meetings, the latest of which were at the District's retreat in April and the Board meeting in May, TTD must make the business case that making transportation investments at Lake Tahoe are worth establishing using state and local funding sources. TTD is not alone in this need. Local jurisdictions have the same issue. Tahoe and local jurisdictions can improve the prospects for moving projects and services forward by working together through a coalition (see Attachment A). The effort has not been limited to local government transportation entities. TTD's liaison from the Central Federal Lands Highways (CFLH) office, Lake Tahoe Basin Management Unit (LTBMU), and Region 5 of the United States Forest Service have also been involved in both the development of the Trans-Sierra concept and with this proposed task. CFLH have taken the lead to draft a proposed Trans-Sierra charter and has discussed the draft with Staff, TMPO, and LTBMU to date.

Staff approached Derek Morse of CH2M Hill to ask for a proposal on making a business case for several reasons. First is Mr. Morse's career experience with project and program development; his experience at the Washoe Regional Transportation Commission; his

CH/jw

AGENDA ITEM: VII.B.

experience at successfully bringing forward Question 5 to index the gas tax in Washoe County in 2008; and the experience and breadth of CH2M Hill as a firm in project and capital program development. The attached proposal (Attachment B) is Phase 1 of a more comprehensive vision of steps. Phase 1 is a standalone in terms of product and value to TTD and its partners. The development process for the project and the final product will provide the basis for decisions on actions related to funding pursuits at the state and local levels. TTD and its partners will be in an informed position to make strategic decisions about continuing to work together, work at respective efforts alone, or some combination.

Upon the Board's approval, CH2M Hill will be given notice to proceed on this task order this month, and complete the business plan in the beginning of October 2014. In a separate contract and task order in Agenda Item VII.C., Staff is requesting approval to have Mr. Buzz Harris work with the District Manager as the lead for this project, similar to what Ms. Karen Mullen-Elhy does for the SR 28 and bike trail projects. Mr. Harris will assist with the communication and coalition building with the many public and private partners, which will need to be aware of and/or involved in this effort; and the larger push to establish funding as we move towards the next legislative cycles in Nevada and California. Mr. Morse will be the consultant project manager for CH2M Hill.

Staff recommends approval of the blanket contract revision and approval of the task order.

Below are the budgets for the proposed Contract and Task Order:

CONTRACT					
Firm	Work Element	Type of Agreement	Phase	Work to be Performed/Deliverable	Cost
CH2M Hill	Varies	New Contract	Varies	Provide CH2M Hill with a \$500,000 blanket contract amount providing capacity for the Task Order proposed below.	\$500,000

TASK ORDER					
Firm	Work Element	Type of Agreement	Phase	Work to be Performed/Deliverable	Cost
CH2M Hill	5.3	Task Order	Planning	Develop the Trans Sierra Transportation Plan, including a Business Plan to fund Tahoe's and the surrounding regions' transportation Projects. The Task Order will extend across FY 13/14 and 14/15.	\$492,000

**Fiscal Analysis:**

\$492,000 associated with this item is accounted for in the five-year Capital Improvement Program, with \$458,000 captured in the approved 2013/14 Work Program and Budget. It is anticipated that the remaining \$34,000 will be associated with the 2014/2015 Work Program and Budget.

FY 13/14 Program	Description	Total	Grantor	Grant Amount	Grantor	Grant Amount
CIP	CH2M Hill Task Order	\$458,000	FLH ½%	\$208,000	NDOT*	\$250,000*

CH/jw

AGENDA ITEM: VII.B.

\* TTD currently is applying for the NDOT grant. If the NDOT grant application is unsuccessful, Staff has accounted for the \$250,000 in the five-year CIP with FLH ½% funds and would come back for a formal budget amendment at a later date.

<b>FY 14/15 Program</b>	<b>Description</b>	<b>Total</b>	<b>Grantor</b>	<b>Grant Amount</b>	<b>Grantor</b>	<b>Grant Amount</b>
CIP	CH2M Hill Task Order	\$34,000	FLH ½%	\$34,000	N/A	N/A

**Additional Information:**

If you have any questions or comments regarding this item, please contact Carl Hasty at (775) 589-5501 or [chasty@tahoetransportation.org](mailto:chasty@tahoetransportation.org).

**Attachments:**

- A. Trans-Sierra Transportation Coalition Concept
- B. CH2M Hill Trans Sierra Plan Scope of Work





# TRANS-SIERRA TRANSPORTATION COALITION

## POLITICAL SYSTEM

### FEDERAL LEVEL

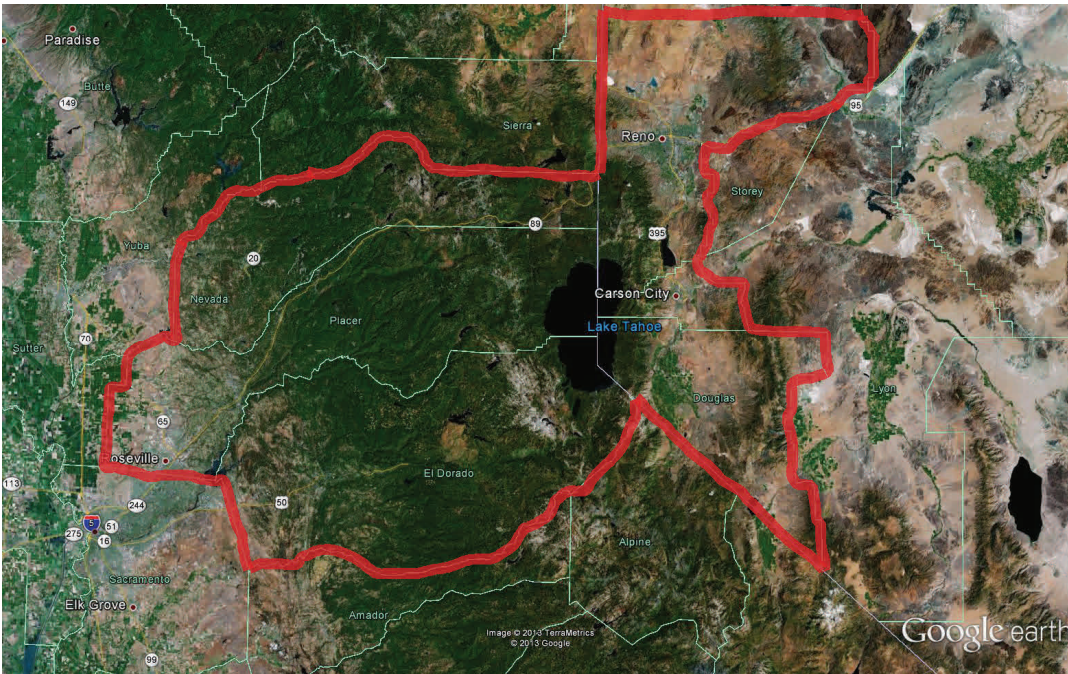
1.2 MILLION  
PEOPLE  
CONSTITUANCY

### STATE LEVEL

CA—650K PEOPLE  
NV—550K PEOPLE

### LOCAL LEVEL

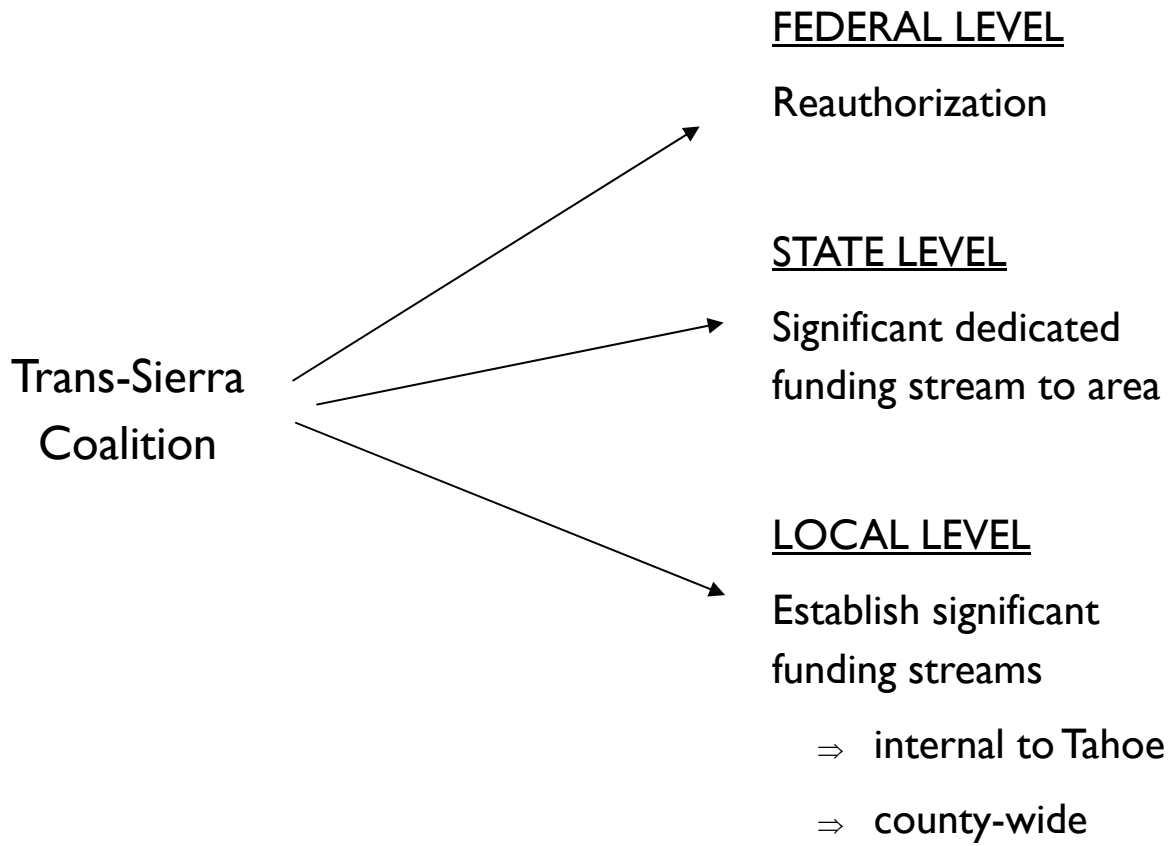
PART OF A LARGER  
AREA WITH  
COMMON  
INTEREST AND  
BENEFIT



## **GOAL**

**Unify voice and organize  
advocacy based on  
common interest and  
circumstance**

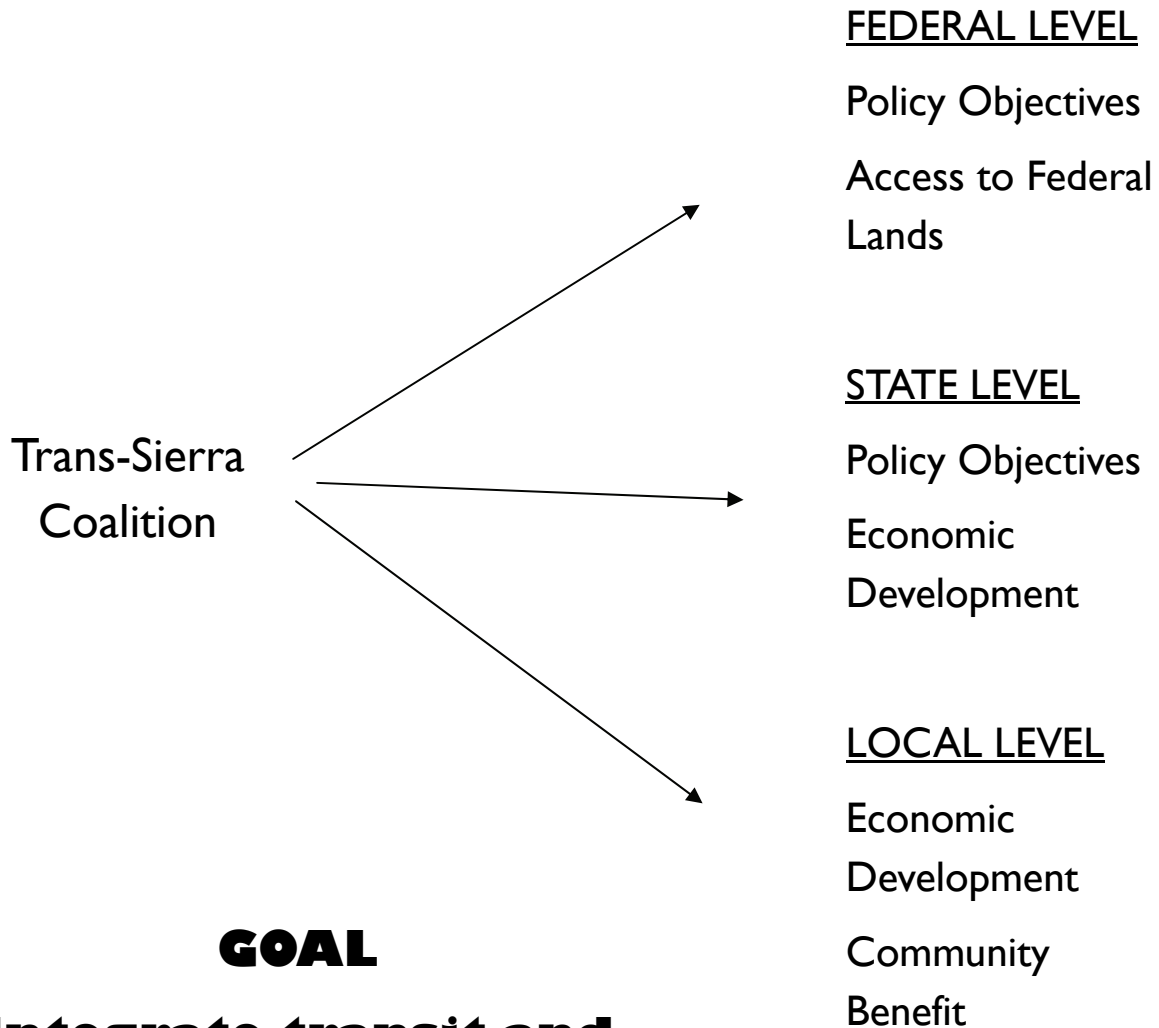
## FUNDING SYSTEM



## **GOAL**

**Sustained funding sources for 20 to 30 years, predominately state and local**

**PLANNING SYSTEM**



**GOAL**  
**Integrate transit and capital programs to create larger regional network system of trails, transit, and roads for access, economic community**

LIKELY MEMBERS

TTD  
WRTC  
EDCTC  
DG  
CCRTC  
NDOT  
CALTRANS  
CLFH  
NLTRA  
TNT-TMA  
SS-TMA  
PCTPA  
NCTPA  
TMPO

POTENTIAL MEMBERS

PC  
ELDO  
CSLT  
CC  
WC  
WNDD  
CHAMBERS  
VISITOR AUTHORITIES  
TRUCKEE  
LTBMU  
OTHER SET COUNTIES  
AMADOR COUNTY  
NV COUNTY  
?

# Scope of Work for the Tahoe Transportation District

## Phase 1

### Task 1: Creation of a “Trans-Sierra” Transportation Plan

CH2M HILL will work with the Tahoe Transportation District (TTD) to create a guidance document that communicates the vision of the “Trans-Sierra” region with respect to its transportation goals, needs, and required investment. The “Trans-Sierra” Transportation Plan (Plan) will be founded on the common themes of the transportation and land use plans of the governments within the region and serve as a document to assist with prioritization of resources and projects needed to support the long-term vision of this region.

#### Subtask A: Define and reach agreement on “Trans-Sierra” geography with governmental entities and stakeholders

CH2M HILL will develop a list of governmental entities and stakeholders that will participate in defining the geography and reach for this Plan. It is a critical first order of work to get agreement on the boundaries for the project prior to the advancement of any of the other Plan activities. The first step will be a series of one-on-one interviews with select members of this group who have not participated in previous discussions with the TTD regarding the creation of a “Trans-Sierra” Transportation Plan or who may have significant issues related to participation in this effort. Following these interviews Workshop #1 will be held to bring the governmental entities and stakeholders together to introduce and solicit feedback on:

- Why the Plan is being created
- What the Plan will contain
- The relationship of the Plan to existing transportation and master plans
- The process for developing the Plan
- The Plan and how it fits into an overall program of securing additional transportation funding
- Plan goals and objectives

#### Objective:

Reach consensus from governmental entities and stakeholders on the Plan geography and reach, and obtain commitments from all parties to participate and share data necessary for the development of the Plan.

#### Deliverables:

- List of agencies and stakeholders for Workshop #1
- Invitation, agenda, meeting material, facilitation, and summary of Workshop #1
- Map showing the geographic boundaries of the entire Plan region, as well as component parts made up of the governmental entities

#### Assumptions:

- Up to ten pre-workshop interviews
- Four-hour workshop with PowerPoint presentation and regional maps
- Up to four staff to attend/present/facilitate
- CH2MHILL will take care of room rental, logistics, etc. for Workshop #1

### Subtask B: Review existing transportation plans from entities within the “Trans-Sierra” region

Once the Trans-Sierra geography has been defined, CH2M HILL will begin to collect all jurisdictional planning documents that are transportation-focused, or have a transportation element to them (i.e. General Plans/Master Plans). We will review these plans to identify the goals, objectives, standards, projects, services, and funding elements for each plan. These will be compiled into a data base that will be used in subsequent work to understand commonalities, potential conflicts, data compatibility, commonalities, etc. A draft and final technical memorandum will be provided to TDD.

#### Objective:

Build a comprehensive data base of existing plans and an understanding of the information available, relative levels of detail, data compatibility, effective time horizons, etc.

#### Deliverables:

- Technical memorandum that summarizes the elements defined above for each plan that is reviewed

#### Assumptions:

- Plans will be collected electronically or hard copy via mail service.
- Review of up to 15 plans is assumed for this task.

### Subtask C: Development of a “Trans-Sierra” environmentally and financially sustainable transportation vision

A sustainable transportation vision for the “Trans-Sierra” region will be developed to guide the business case. The vision will be both environmentally and financially sustainable developed through consensus. A common or shared vision is the keystone of the business case that will unite the multitude of stakeholders in this region, and will serve as an essential tool when aligning competing interests over time.

The vision for transportation will first be developed based on the themes, goals, and objectives of the “Trans-Sierra” Transportation Plan established in Task 1. Since the source plans from the participating governmental entities have been developed over many years with extensive public and stakeholder input, it is expected that a vision based upon the “Trans-Sierra” Transportation Plan will reflect the consensus reached within the communities of the “Trans-Sierra” region. The vision will focus on the commonalities and intersections of the goals, objectives, and key performance indicators (KPIs) that are shared across the region.



#### Objective:

A vision articulated in compelling language and visuals that describe a highly attractive future state of transportation in the “Trans-Sierra” region.

#### Deliverables:

- Transportation Vision Statement with supporting goals, objectives, and key performance indicators
- Stakeholder map identifying stakeholders and their particular goals, aspirations and vision
- Description of how the Transportation Vision Statement connects and supports the overarching vision for the Tahoe Basin, and visions for the States of California and Nevada

**Assumptions:**

- Potential stakeholders are identified at the subtask onset and contact information is provided to CH2M HILL by TTD.
- The draft vision will be first developed by a core group of CH2M HILL, TTD staff, and TTD consultants based on the goals and objectives developed in Task 1. The vision will then be refined in a series of three meetings that solicit feedback from stakeholders.

**Subtask D: Synthesize a draft “Trans-Sierra” unconstrained transportation plan from existing entity transportation plans**

CH2M HILL will take the data gathered for Subtask B and prepare a draft document that serves as an unconstrained Plan, taking into account the region’s goals, objectives, standards, projects, and services. This draft Plan will propose prioritization of projects and resource allocation, and identify areas of alignment and of potential conflict among the jurisdictional plans reviewed. This Plan may not be able to resolve those conflicts, but will state a proposed process for working towards consensus in areas of conflict.

**Objective:**

Creation of a draft Plan that is a synthesis of the transportation plans of the participating governmental entities and has regional goals and objectives consistent with these various source plans.

**Deliverables:**

- One draft Plan document for TTD review and comment
- One “final” draft Plan to take forward to participating entities/stakeholders (Subtask E)

**Assumptions:**

- Only existing data will be used for this draft Plan. No new data will be generated or developed.
- Draft will be delivered as an electronic file for review and comment. One “final” draft Plan will be provided in hard copy.

**Subtask E: Analysis of the draft “Trans-Sierra” plan to identify any significant opportunities for additional projects and services, or new opportunities created through the synthesis process**

CH2M HILL will use the draft Plan to prepare an analysis that identifies significant projects and services that might be missing, and define those new opportunities and projects that might be created through the synthesis process. This analysis will serve as a recommendation for augmenting the draft Plan objectives and goals and will need to be vetted with the participating entities. A draft and final technical memorandum will summarize these findings and be provided to TTD.

**Objective:**

Identify significant opportunities that may be created by the synergy of a “Trans-Sierra” Transportation Plan

**Deliverables:**

- One draft and one final technical memorandum defining gaps and summarizing recommendations

**Assumptions:**

- Entities have plans with both constrained and unconstrained projects/services that are prioritized and fully costed (CAPEX, OPEX, and lifecycle costs)

**Subtask F: Develop consensus on the draft “Trans-Sierra” transportation plan with affected governmental entities and significant stakeholders**

The draft Plan and the technical memorandum on the gap analysis will be shared with the participating entities at Workshop #2. This workshop will be formatted so that the Plan can be reviewed with participants, questions

answered, and feedback will be collected. In order for this workshop to be successful, a copy of the Plan will be provided to participants two weeks in advance so that they can come prepared with an understanding of what's in the Plan for discussion. We anticipate that we may need to meet with some entities one-on-one to discuss the merits of the Plan and obtain feedback. We also anticipate that we will have some entities that will not be able to support/endorse the Plan in its entirety. Those discussions and negotiations will need to occur in order to fairly document the minority opinion on specific priorities and assess a course of action for continued collaboration to come to consensus.

**Objective:**

Participating governmental entities and stakeholders will endorse the "Trans-Sierra" Transportation Plan, including Vision, as being consistent with and supportive of the transportation and land use plans of the individual jurisdictions.

**Deliverables:**

- Invitation, agenda, meeting material, content, and summary of Workshop #2
- Meeting summaries of one-one-one meetings with entities

**Assumptions:**

- Four-hour workshop with PowerPoint presentation and supporting handout material (not the full Plan)
- Up to four staff to attend/present/facilitate
- Up to eight one-on-one meetings with entities
- CH2MHILL will take care of room rental, logistics, etc. for Workshop #2

**Subtask G: Project Management and Quality Control for Task 1**

This study will involve multiple and concurrent activities performed by study participants and the consultant team that will require continual management and coordination. The study will initiate with a kick-off meeting attended by program management and task leads from the consultant team and TTD. A monthly report will be submitted to the TTD project manager summarizing key activities and deliverables performed or submitted that month, along with budget and schedule updates. Invoices will be submitted monthly in conjunction with the report.

**Project Management Meetings**

A kick-off meeting with the TTD will be conducted to discuss management issues such as the scope and schedule, and to agree on the agenda and logistics for the initial workshop with the governmental agencies and stakeholders to define the "Trans-Sierra" geography. The CH2MHILL team will work toward an endorsement of chartering principles by discussing common goals, individual expectations, values and expected benefits.

Monthly project progress meetings will be coordinated by the CH2MHILL project manager, who will:

- Report on the progress of study tasks and other study deliverables
- Discuss upcoming milestones and the deliverables associated with them
- Project the next month's schedule of work for every technical lead in the CH2MHILL project team involved in providing upcoming deliverables
- Report on any deviations from the schedule and steps to accelerate it, including assistance that may be required from project stakeholders
- Report on the budgetary status of the study
- Submit requests for additional information, etc. from the TTD or other team members
- Set the date, time and location for the next month's meeting based on study needs



The monthly meeting will be held via video or conference call with the TTD project manager. Representatives from the participating governmental agencies will be invited to participate as appropriate. Attendance may be in person or via videoconferencing that will be provided for the study. The consultant will prepare meeting agendas and summaries.

### **Schedule and reporting**

A schedule will be produced at the study onset depicting tasks, meetings, milestones, and deliverables. CH2MHILL will be responsible for updating and maintaining the schedule as an exhibit for each monthly progress meeting. Should study milestone completion dates not be met, the CH2MHILL Project Manager shall immediately submit a revised project schedule detailing:

- How the study will be brought back on schedule, if feasible
- Proposed changes in milestones and completion deadlines, if approved target dates are no longer feasible

The monthly progress reports will be submitted to TTD's Project Manager at least one working day in advance of each regularly scheduled progress meeting. It will be based on data received from each task lead and sub-consultant, and will address the following:

- Work task completed since the last report
- Percent completed for each task
- Work/task planned for the next reporting period
- Status of each task relative to the schedule
- Justification for delays, if any, and proposals for getting back on schedule
- Task budget status and justification for overruns, if any
- Needs/requests between task leads and sub consultants

The CH2MHILL Project Manager will then collate and refine the task data received and develop an overall report on current study status, including:

- Monthly project schedule updates, with delay justifications, if any, and proposals for getting back on schedule
- Coordination and scheduling staff needs, requests, and data exchange

Monthly invoices will be submitted corresponding to the work performed as reported in the monthly progress report.

### **Quality Control**

The material produced with Phase I activities will provide the basis for significant decisions by political leaders and the public related to funding for the "Trans-Sierra" Transposition Plan. Quality control activity will primarily consist of review of critical work products subject matter experts not associated with the creation of the documents.

### **Objectives:**

- Full and open communication regarding project status and issues to facilitate early resolution and mitigate delay.
- Clear documentation of project status, actions taken to mitigate issues, and schedule changes.
- Ensure accuracy and reasonableness of critical work products.

### **Deliverables:**

- Meeting agendas and summaries
- Initial project schedule

- Schedule updates as required
- Monthly progress reports

**Assumptions:**

- Participation, cooperation, and timely action by all parties

**Task 2: Development of a business case for making the investments identified in the “Trans-Sierra” Transportation Plan**

The business case will be a foundational document that provides a compelling rationale for making the investments identified in the “Trans-Sierra” Transportation Plan. Given the diverse nature of the “Trans-Sierra” region, it is essential that the business case capture and articulate the broad spectrum of significant benefits that will be realized by the residents, businesses, and visitors with full realization of the transportation plan vision. Decisive consensus and support for the “Trans-Sierra” plan will be created when a critical mass of the public and stakeholders support the overall vision because they see that there is sufficient alignment with their personal goals and priorities.

The business case document will not address new funding sources, potential financing tools, or alternative delivery except to note at a very high level that there is a shortfall in funding, and detailed discussions of funding, financing, and delivery at this point in the process would be counterproductive. As illustrated in Figure 1, we are just at the beginning of the process (lower left hand corner) – we need to sell the vision first.

FIGURE 1

**Where we are in the process**

# Where we are in the process

***Funding is only the means  
to reach the vision...***

**Secure funding to make it happen**

- Polls
- Outreach and education
- Endorsements
- Ballot questions
- Implementing legislation

**Create a supportive environment**

- Build coalitions
- Policy alignment
- Enabling legislation
- Appropriate regulations
- Early wins
- Tell your success stories

**Develop a Consensus Vision**

- Public/Political/Stakeholder ownership
- Articulate goals, aspirations, needs
- Projects/Services to realize vision
- Benefits
- Public outreach and branding
- Enhanced communications

**Sell the vision first!**

## **Subtask A: Identification of benefits to “Trans-Sierra” communities resulting from the investments in the “Trans-Sierra” Transportation Plan**

The Plan benefits will be identified and listed, and will include tangible and intangible benefits, as well as high and low value benefits. The objective is to develop a comprehensive list of perceived benefits without getting bogged down in premature judgment or the analysis of cost versus value. The detailed analysis of economic benefit is deferred to Subtask C, and the analysis of the qualitative benefit is deferred to Subtask D. The benefits will naturally be derivatives of the goals and objectives that were identified when formulating the vision, and in some cases unforeseen benefits may result in new goals and or objectives. Additionally, the benefits that may be quantified or measured will ultimately become the key performance indicators (KPIs).

### **Objective:**

A compendium of all significant benefits, both quantifiable and non-quantifiable, that the full realization of the “Trans-Sierra” Transportation Plan could provide to the region’s residents, visitors, and businesses.

### **Deliverables:**

- Comprehensive list of perceived benefits with descriptive text for each benefit describing the benefit, and how it relates to particular actions called for within the transportation plan
- Benefit table listing benefit, perceived value, plan action required, enablers, inhibitors

### **Assumptions:**

- The benefits will reviewed in advance and agreed upon in a single meeting with stakeholders.

- This subtask will be a brainstorming exercise and will not include screening, quantification of benefits, etc.

### **Subtask B: Analysis to quantify the economic benefits of “Trans-Sierra” Transportation Plan investments**

Based on the comprehensive benefit list developed in Subtask B, the benefits that have a quantifiable benefit will be profiled in this subtask. For each benefit a high level economic impact will be assessed based on readily available and accepted information sources. Economic impact will be primarily achieved through, but not limited to, the following metrics:

- Reduction in energy use and expenditures
- Reduction in exhaust emissions
- Reduction in runoff and particle loading of lake
- Reduction in travel/delay time
- Property value increase due to improved visual aesthetics, noise reduction, improved “walkability”, etc.
- Increased tourism based economic activity
- Increased non-tourism based economic activity
- Construction jobs created

#### **Objective:**

Estimates of the value of those benefits from Subtask B that can be quantified including the methodologies by which value was established.

#### **Deliverables:**

- List of benefits and associated economic benefit including descriptive text for each benefit explaining the method and rationale behind the quantification of the economic benefit
- Benefit table listing each benefit and associated total economic impact

#### **Assumptions:**

- Economic impact will be based on information sources, and best practices that are readily available at the time of the study.
- The economic impacts will be reviewed in advance and agreed upon in a single meeting with stakeholders.

### **Subtask C: Qualitative description of unquantifiable economic and other benefits such as environmental, cultural, “quality-of-life”, etc, of “Trans-Sierra” Transportation Plan investments**

Many of the benefits identified in Subtask B will not be able to have an economic benefit easily calculated. Examples of such qualitative benefits are increased clarity of the lake, reduction of noise and odors, improved view sheds, or being able to choose from multiple transportation options. For each of these types of benefits a case will be made on a qualitative analysis informed through discussion with the various stakeholders and intuition. There are a number of green neighborhood-scale/district-scale rating systems that include a set of best practices for developers that emphasize on long-term community action, engagement, and lifestyle choices, with the goal of reducing a community’s overall ecological footprint that have a strong focus on transportation strategies – this program could potentially benefit from these tools.

#### **Objective:**

Enumeration of benefits not amenable to quantification using compelling, qualitative descriptions that articulate the value to the region.

#### **Deliverables:**

- List of benefits and a description of the “value” with explicit linkages to relevant indicators of community desires and priorities such as: Plan goals, objectives, KPIs, community polling, etc.
- Benefit table listing each benefit and associated value

**Assumptions:**

- Assessment of value will be based on information sources, and best practices that are readily available at the time of the study.
- The value and significance of the non-quantifiable benefits will be reviewed by the entities in advance and agreed upon in a single meeting with stakeholders.

**Subtask D: Compilation and review of cost data and schedule for the “Trans-Sierra” Transportation Plan investments provided by governmental entities including: CAPEX, OPEX, life-cycle costs**

This subtask will compile and review the cost estimates from the transportation plans provided by the participating governmental entities for capital, O&M, and life-cycle costs. Costs would be time stratified and portrayed in both constant and YOY dollars by entity and by mode. A regional roll-up would also be included. The review process would be limited to an assessment of reasonable order of magnitude of the estimates and whether the estimates address O&M and life-cycle costs.

**Objective:**

A reasonable, high level, initial estimate of the cost of implementing and sustaining the “Trans-Sierra” Transportation Plan.

**Deliverables:**

- Technical memorandum documenting the costs for the “Trans-Sierra” Transportation Plan based upon data from the underlying participating governmental entity transportation plans

**Assumptions:**

- Transportation plans for participating governmental entities have cost estimates, including O&M and life cycle estimates, for the requisite time horizon of the “Trans-Sierra” Transportation Plan.

**Subtask E: Develop high level cost estimates for synergistic opportunities identified in, and to fill data gaps identified in the “Trans-Sierra” Transportation Plan**

If new opportunities are identified for synergistic projects/services in Task 1, Subtask D, or if data gaps are evident in the costs for the “Trans-Sierra” Transportation Plan developed in Task 2, Subtask E, order of magnitude capital, O&M, and life cycle costs would be estimated at a conceptual level.

**Objective:**

Development of a comprehensive cost estimate for implementing and sustaining the “Trans-Sierra” Transportation Plan including new opportunities for synergistic projects and services.

**Deliverables:**

- Technical memorandum documenting the comprehensive costs for the “Trans-Sierra” Transportation Plan based upon data from the underlying participating governmental entity transportation plans as supplemented to address synergistic project/services and gaps in existing data

**Assumptions:**

- Assumes no more than 3 significant synergistic projects/services will need order of magnitude estimates; data from other regions may be used in making estimates.

- Cost estimates from participating governmental agency transportation plans will have virtually no data gaps. Existing data gaps are such that system-wide estimates of cost based upon data from other entities or regions can provide an appropriate level of precision.

### **Subtask F: Benefit cost analysis**

Traditional benefit cost analysis (BCA) looks at the quantifiable economic benefits and project costs. While this can be useful, it has long been recognized that the traditional analysis techniques are inadequate to properly assess the non-quantifiable economic and social benefits that visionary and transformative programs create. A classic example of this is the US interstate highway system. Had traditional BCA been used as the sole determinant of whether to make investments in the interstate highway system, the vast majority of the system would never have been built. The “Trans-Sierra” Transportation Plan is a similar visionary and transformative program. Therefore, in addition to traditional BCA, the benefit cost analysis work will be expanded to include qualitative considerations of non-quantifiable benefits. This will be done by various techniques such as comparison and contrast of future scenarios with and without the plan investments, analogy and inference with similar investments made in other jurisdictions, etc.

#### **Objective:**

Document the value of both the quantifiable and non-quantifiable benefits of the “Trans-Sierra” Transportation Plan and the costs of implementing and sustaining the plan using both traditional and non-traditional methodologies.

#### **Deliverables:**

- Technical memorandum documenting the value of both the quantifiable and non-quantifiable benefits of the “Trans-Sierra” Transportation Plan and the costs of implementing and sustaining the plan using both traditional and non-traditional methodologies

#### **Assumptions:**

- Analysis will rely upon existing available data.
- Reasonable proxies from other regions will be used when existing data is lacking.

### **Subtask G: Creation of business case documents including a business case report, executive summary and public communication pieces (tri-folds, fact sheets, web content, etc.)**

#### **Objective:**

A comprehensive business case that summarizes the proposed “Trans-Sierra” transportation vision and plan and identifies the value of the quantitative and non-quantitative benefits that the plan could provide to create a compelling case for making the investments called for in the plan.

#### **Deliverables:**

- Business case documents delivered in 6 hard copies and electronic format

#### **Assumptions:**

- Work on this task will overlap Task 3.
- Up to three public communication pieces will be delivered as hard copy samples and in electronic format.

### **Subtask H: Project Management and Quality Control for Task 2**

This subtask will be a continuation of the Project Management and Quality Control activities described in Task 1, Subtask G applied to the processes, activities, and work products of Task 2.

### **Task 3: Funding gap analysis**

The primary purpose of this task is to document the shortfall or “gap” in funding available for realizing and sustaining the projects and services included in the “Trans-Sierra” Transportation Plan over the next 30 years.

Once this gap is identified, a financial strategy can be developed with the participating governmental entities, stakeholders, and the public to address the shortfall and obtain the economic and other benefits that will be created with full implementation of the “Trans-Sierra” Transportation Plan.

### **Subtask A: Compilation and review of forecasts of funding available for the “Trans-Sierra” Transportation Plan investments provided by governmental entities**

The transportation plans and other documents available from the participating governmental agencies will be used to identify the projected revenues from existing or “reasonably available” (as defined by federal guidance) transportation funding sources over the next 30 years by entity and in the aggregate for all entities. Where revenue projections from participating governmental entities do not span 30 years, extrapolation will be used to expand the projections. Where there are no projections of revenue from significant existing sources, projections will be developed in collaboration with the responsible governmental entity. Projections will be made in both constant year dollars as well as year-of-revenue dollars (YOR\$).

#### **Objective:**

An understanding of the transportation revenue projected to be available in the region and the forecasting methodology.

#### **Deliverables:**

- Memorandum (may be combined with other task topics) documenting revenue estimates and citing any apparent issues related to projections or data compatibility

#### **Assumptions:**

- Existing transportation plans or other readily available documents from participating governmental entities will have useable revenue projections from existing and “reasonably available” funding sources for the selected time horizon.
- Collectively, no more than 6 meetings with participating governmental entities to obtain and clarify data.

### **Subtask B: Compilation and review of constrained investment priorities and schedules**

Based upon the transportation plans of the participating governmental entities, time stratified (typically in five year increments) lists of priority transportation investments by mode in projects and services, operations and maintenance, and system preservation will be compiled and aligned with projections of funding available from existing or “reasonably available” sources. These lists will document what can be sustainably achieved within existing fiscal constraints by each entity and collectively within the region. Revenues and expenses will be provided in constant year dollars as well as year-of-revenue dollars (YOR\$) and year-of-expenditure dollars (YOE\$) so that the long-term impacts of inflation can be better understood and appreciated by the public.

#### **Objective:**

An understanding of the amount and timing of transportation expenditures for the region to fully implement the “Trans-Sierra” Transportation Plan.

#### **Deliverables:**

- Memorandum (may be combined with other task topics) documenting the amount and timing of expenditures by jurisdiction and mode, and citing any apparent issues related to projections or data compatibility

#### **Assumptions:**

- Existing transportation plans from participating governmental entities will have useable, prioritized project lists with expenditure projections, estimates of annual O&M, and system preservation costs consistent with the selected time horizon of the “Trans-Sierra” Transportation Plan.

### **Subtask C: Identification of funding shortfalls by entity for full realization of the “Trans-Sierra” Transportation Plan**

This subtask will identify the funding gap between the sustainable vision of the “Trans-Sierra” Transportation Plan and the existing or “reasonably available” funding. This documentation will be time stratified by governmental entity and transportation mode with a roll-up for the entire “Trans-Sierra” region. It will address capital expenditures, operations and maintenance, and life-cycle costs in both constant dollars and YOES.

#### **Objective:**

An understanding of the shortfall in the amount and timing of funding needed for full realization of the “Trans-Sierra” Transportation Plan by mode and entity.

#### **Deliverables:**

- Technical memorandum (may be combined with other task topics) on the funding gap between existing and “reasonably available” funding and the funding that would be required to achieve the vision of the “Trans-Sierra” Transportation Plan
- An easy to read information piece (tri-fold, fact sheet, or similar) on the results of the gap analysis delivered in six hard copies and electronic format

#### **Assumptions:**

- No more than 20% of revenue projections provided by others will need to be reworked so that they are consistent in format or compatible with the selected time horizon.
- No more than three significant existing funding sources will need to have new revenue projections made.

### **Subtask D: Project Management and Quality Control for Task 3**

This subtask will be a continuation of the Project Management and Quality Control activities described in Task 1, Subtask G applied to the processes, activities, and work products of Task 3.





MEMORANDUM

Date: July 8, 2013

To: Tahoe Transportation District (TTD) Board of Directors

From: TTD Staff

Subject: Approval of Contract Amendments for Karen Mullen Ehly, Inc. and Nichols Consulting Engineers; Approval of Contracts for WBH NV ENT LLC and Stantec; Approval of Task Orders for the SR 28 Corridor Management Project, SR 89/Fanny Bridge Community Revitalization Project, US 50/South Shore Community Revitalization Project, Carson Valley Transit Stops, Meeks Bay to Sugar Pine Point Bike Trail Project, and Trans Sierra Transportation Coalition Support; and Purchase Orders for Legal Support and Grants Management Database

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**Action Requested:**

It is requested the Board approve:

- 1) Contract Amendments for Karen Mullen Ehly, Inc. (KME, Inc.), and Nichols Consulting Engineers (NCE)
- 2) A new Contract for WBH NV ENT LLC
- 3) Move Stantec from the District's Priority 2 Professional Services List to the Priority 1 Short List and approve a New Contract
- 4) The following Task Orders:
  - a. KME, Inc. for the SR 28 Corridor Management Project,
  - b. Wood Rodgers for the SR 89/Fanny Bridge Community Revitalization Project, US 50/South Shore Community Revitalization Project, Carson Valley Transit Stops;
  - c. NCE for the Meeks Bay to Sugar Pine Point Bike Trail Project, and
  - d. WBH NV ENT LLC for Capital Improvement Program (CIP) funding, Nevada Legislative, and Trans Sierra Transportation Coalition support
- 5) The following Purchase Orders:
  - a. Taggart & Taggart for CIP legal support, and
  - b. Keenology Corp. (dba CIP Planner Corp.) for the Grants Management Database

as recommended by Staff in the tables below.

**Background and Discussion for Task Orders and Purchase Orders:**

**State Route 28 Corridor Management Plan (WE 3.10)**

***Background:***

Karen Mullen, consultant with KME, Inc. has been under contract with the District since 2011 to assist Staff with development of the Nevada Stateline to Stateline Bikeway (NV Bikeway)

DK/jw

AGENDA ITEM: VII.C.

Projects and SR 28 Corridor Management Plan (SR28 CMP). Karen has been involved with the NV Bikeway for a number of years, as she was previously under contract with TRPA to provide project management assistance for the project since 2008. As the past Director of Washoe County Parks, Karen brings a tremendous amount of experience to the District in seeking funding for these projects, as well as assisting with project management activities and helping Staff coordinate with the 12-plus agencies, public, and stakeholder groups. Karen has been a huge asset to the District, helping to keep the NV Bikeway and 28 CMP moving forward over the past year.

*Discussion:*

Staff anticipates that over the current fiscal year, the SR28 CMP and the Nevada Bikeway, will be very involved through planning, environmental, design, and possibly implementation phases. The SR28 CMP is scheduled to be completed and will take a considerable amount of work coordinating with the Project Development Team to finalize and receive approvals from all agencies involved. Phase 1C (Elks Point to Round Hill) of the NV Bikeway is scheduled for construction starting July 2013, Phase 2 (Incline to Sand Harbor) of the NV Bikeway is wrapping up the environmental process in 2013 and starting design thereafter, and Phase 3 (Sand Harbor to Spooner Summit-US 50) will be in preliminary design coordination with Incline Village General Improvement District's sewer export line project. If NDOT and TTD receive additional grant funds through the Federal Lands Access Program for the SR 28 CMP implementation, other projects may also begin to move forward within the corridor. These projects will all require a significant amount of work from a project management perspective and a coordinated effort among the agencies and public to gain project approvals. Staff, along with Karen, will continue to work with all of the agencies and community to ensure all of the Projects are moving forward in a timely and positive manner. Staff anticipates these projects will require inter-local agreements; funding sources to be pursued and funding proposals to be submitted; grant reports to be completed; significant coordination with the various agencies and public, as well as day to day management of the projects. Staff recommends approval of the Contract Amendment and Task Order for KME Inc. for the period July 15, 2013 through June 30, 2014 to retain Karen for her continued assistance on these projects.

*State Route 89 Fanny Bridge Community Revitalization Project (WE 3.4) and US 50 South Shore Community Revitalization Project (WE 3.1)*

*Background:*

In an effort to further engage the community and continue on on-going dialogue with the public, Staff proposed and received approval from the TTD Board to solicit and establish Citizens Review Committees (CRC) for the State Route 89/Fanny Bridge Community Revitalization and US 50 South Shore Community Revitalization projects.

*Discussion:*

Similar to the approach utilized for the US 50 South Shore Community Revitalization Project Business Review Committee, Staff proposes to host facilitated meetings of the SR 89 Fanny Bridge Community Revitalization Project and US 50 South Shore Community Revitalization Project CRC meetings. CRC appointments for both projects are anticipated to be formalized by the August meeting of the TTD Board of Directors, therefore Staff is requesting authorization to procure the facilitation services to ensure timely convening of both committees. The facilitation services will be under a stand-alone Task Order with Wood Rodgers, with AIM Consulting as a subconsultant. Utilization of these two firms will allow for consistency in managing the committees, as well as ensure the information and feedback provided by the committee

members is accurately reflected and incorporated into the development of the project, including public involvement documentation for the respective project environmental documents. Additional professional consultation is also being proposed for the US 50 Project in regards to environmental justice, as well as state, regional, and federal housing and relocation regulations and policies. These services will be provided by Mr. Rex Massey of Research and Consulting Services, Inc. Mr. Massey has considerable experience in the area of environmental justice, TRPA, and local governments, and working with affected property owners on projects that have required relocation, including projects within the Lake Tahoe Basin.

### Meeks Bay to Sugar Pine Point Bike Trail Project (WE 3.9)

#### *Background:*

At the June 6, 2011 TTD Board Meeting, the Board approved a Task Order for Nichols Consulting Engineering (NCE) to move forward with preliminary engineering and design up to 60% plans for this project. The Task Order also included the environmental work necessary to amend Tahoe City Public Utility District's (TCPUD) original California Environmental Quality Act (CEQA) document and complete the National Environmental Policy Act (NEPA) process. As of June 2013, the environmental process and 60% plans are near completion. However, delays in the design and the environmental clearance have occurred during project development due to circumstances outside the control of TTD staff. These extraneous circumstances include a required legal opinion on NEPA delegation from the Federal Highway Administration to Caltrans, due to the unique nature of the Federal Lands Highway funds, numerous turnovers in Caltrans staff, design changes in the adjacent Caltrans Water Quality Project, and obtaining conceptual concurrence from private property owners on the preferred alignment. While delays were realized, Staff is happy to report all issues have been addressed and the Project is proceeding to the next design phase.

#### *Discussion:*

NCE has completed the previous Task Order for the Meeks Bay Bike Trail as of June 30, 2013, with design plans at 60% and the CEQA clearance complete. NEPA clearance is to be completed by Caltrans and is expected within the next two months. In anticipation of final environmental clearance, Staff is recommending approval of a new Task Order with NCE to complete the next design phase required to obtain final permits. The design Task Order proposed in the table below will include the bridge type selection process and design standard exception process through Caltrans, as well as assisting Staff with obtaining necessary permits for the Project, once the design has been completed. Staff is anticipating the Caltrans bridge type selection and design exception process to require a significant amount of time for NCE, and it is an important step in finalizing the design and obtaining Project approvals, given the Project is partially located in Caltrans right-of-way. It is estimated that construction of the 0.6 mile bike path will be approximately \$1.2M, currently unfunded. Staff has been applying for construction grants, and currently has applied for a Federal Lands Access Program grant. Staff expects the awarded projects to be announced this fall. Once the design is completed, permits obtained, and construction funding secured, Staff will come back to the Board for final approval of the Project plans and authorization to advertise the project for bid.

### TTD Grants Management Software (WE 2.2)

#### *Background:*

Over the past couple of years, TTD's funding sources and types of grants continue to increase for the Projects. As the Projects progress, the number of different grants received will continue to increase. Each grant comes with a different set of rules and reporting dates. The majority of the Projects are funded by multiple grants. Currently, each grant is managed and tracked individually, and in order to see where the grants are in relation to each other, Staff spends a significant amount of time gathering the information and building a spreadsheet. Tracking grant reporting dates, expiration dates, and searching for grant applications, agreements and amendments in each project file is time consuming. In anticipation of the award of future grants that TTD has recently applied for, Staff has determined that a single grants management database would be beneficial to maintain the organization and efficiency of each grant, and further ensuring that grant compliance is maintained.

#### *Discussion:*

In order to increase Staff's efficiency of grant management, Staff has been working with Keenology Corp. (dba CIP Planner), developer of TTD's CIP software, for a cost effective solution. CIP Planner offers a database specifically designed for grant management that functions similar to TTD's CIP Management software, which has the advantage of having Staff already familiar with the user friendly software. CIP Planner's grants management solution has the ability to connect with the CIP database in the future. However, at this time, for simplification and to save on implementation costs, Staff has elected to not have the systems linked together and focus on getting a grants database setup and in place. Once the grants management tool is in place, Staff can revisit the potential options for linking the grants database to the financial software and CIP management software.

### TTD Capital Improvement Program – "Short List" Update (WE 2.2)

#### *Background:*

At the August 2011 TTD Board meeting, the Board approved the TTD Professional Services "Short List" of qualified consultants. The list was developed through the Request for Qualifications (RFQ) process, through which the Board approved the Priority 1 firms as the Short List. Priority 1 firms are consulting firms who appeared to be most qualified in the categories Staff determined would be highest priority for the anticipated Work Program. When the list was developed in 2011, Stantec submitted a Statement of Qualifications and was included on the Priority 2 list. Priority 2 considers the consultant to be qualified and experienced, but their services may not be of immediate need

#### *Discussion:*

The Board approved the Fiscal Year 2014 Budget and Work Program at the June 14, 2013 Board meeting. Since that meeting, Staff has re-evaluated upcoming Capital Improvement Program (CIP) needs for the next 12 months and ensuring the most qualified consultants still remain on the Priority 1 Short List, with the capacity to assist in project development activities. After the evaluation, staff determined that Stantec, with offices in both Nevada and California, offers a broad range of expertise in environmental, planning, engineering, construction management, as well as considerable experience in the realm of transit facilities and transit planning, and is familiar with working in the Tahoe Basin. With the upcoming projects, including the need to look at the existing transit facilities, Staff is recommending moving Stantec from the Priority 2 professional services list to the Priority 1 Short List of qualified consultants. Staff also

recommends executing a Professional Services Agreement with Stantec, with a not-to-exceed amount of \$200,000. Executing the agreement will not approve any work, however, it would authorize Staff to negotiate future Task Orders with Stantec. All future Task Orders over \$10,000 will be brought to the Board for review and consideration of approval at a later date.

Legal Support for TTD Capital Improvement Program (WE's 2, 3, 4, 5)

*Background:*

The approved FY2014 budget and work program includes a certain amount of legal support for each of TTD's CIP Projects, including Transit Capital Projects.

*Discussion:*

Staff is requesting the Board approve a Purchase Order for Taggart & Taggart for FY2014, as described below to provide legal support for TTD's CIP, including Work Elements 2.2, 3, 5.3, and transit capital projects under Work Element 4. Legal support for the Projects includes reviewing project agreements, grant agreements, construction documents, and other various Project-related documents that are produced, as well as advising Staff on certain Capital Program procedures and state and federal laws. Legal costs are an eligible Project expense for all grants.

TTD Funding and Outreach, State of Nevada Legislative, and Trans Sierra Transportation Coalition Support for Capital Improvement Program (WE 2.4, 5.3)

*Background:*

At the August 10, 2012 Board meeting, the Board approved the funding strategy for the District. As part of this strategy, the District has used the consulting services of Exploration Services Incorporated (ESI), including Buzz Harris with WBH NV ENT, LLC as a subconsultant to ESI. Mr. Harris has very unique qualifications with many years of experience working with the Nevada State Legislature, Nevada Department of Transportation (NDOT), the Governor's office, the private sector, and other local transportation agencies, including Washoe County Regional Transportation Commission (RTC). Mr. Harris successfully worked with Washoe County RTC obtaining approvals and passage of Washoe County RTC Question 5, which indexed the gas tax for Washoe County to provide funding for transportation projects. Mr. Harris has been a key component in helping the District initiate the Trans Sierra Transportation Coalition, and ensuring that the District has a seat at the table during funding discussions with NDOT and the Governor's office. Mr. Harris' unique qualifications and experience will continue to help the District move the funding strategy forward to bring construction dollars for TTD's CIP.

*Discussion:*

Staff is proposing to continue working with Mr. Harris with WBH NV ENT, LLC to assist with Project Management of the Trans Sierra Transportation Plan and further development of the Trans Sierra Transportation Coalition, as well as continue to work at the local and state levels to help the District push for additional construction funding for CIP Projects. Staff is proposing a new contract and task order directly with WBH NV ENT, LLC as opposed to being a subconsultant to ESI, as Staff plans to have more direct communication with Mr. Harris this upcoming fiscal year through the development of the Trans Sierra Transportation Plan and building the ground work for the upcoming legislative sessions to successfully implement the District's funding strategy. The sole source justification for WBH NV ENT, LLC and associated proposal is provided as Attachment A. Staff anticipates that coordination with multiple agencies, business groups, and economic development interests as part of the Trans Sierra

Transportation Coalition, working with multiple state agencies and the Governor's office to promote the District's funding strategy, and Project Management assistance for development of the Trans Sierra Transportation Plan will take a considerable amount of time to ensure the District's funding strategy is successful. Mr. Harris will also be helping the District prepare for upcoming Nevada legislative sessions through on-the-ground education for state and political leaders of the District's CIP Projects and what they mean to the economic vitality of the Region.

Staff has worked with Mr. Harris to develop a scope and estimated amount of hours per month to accomplish this complex array of tasks, which will equate to approximately 120 hours per month. These efforts would typically require an additional full-time staff person; however in the interest of the Federal Lands Highways grant funding deadline of September 2015, it is more efficient to the District to use the experience of Mr. Harris, as opposed to bringing on an additional employee for a short period of time. Mr. Harris has a very competitive billing rate of \$80 per hour, which will equate to approximately \$9,600 per month. Mr. Harris will bring a significant value to moving the District's funding strategy forward with his unique set of skills and relationships with local, state, and political leaders in Nevada and the surrounding Region.

As outlined in the tables below, Staff recommends approval of the Contract and Task Order with WBH NV ENT LLC for the upcoming fiscal year 2014 to assist Staff with Project Management for further development of the Trans Sierra Transportation Coalition and funding strategy, working at the Nevada state and local levels to seek funding for TTD's CIP, and implementation of TTD's overall funding strategy.

#### Carson Valley TTD Transit Service Route Bus Stop Site Review (WE 4.4)

##### *Background:*

Transit service between Minden/Gardnerville and Carson City has been established and ridership continues to grow. Now that the service has been determined to be sustainable, long-range planning for the possible relocation of existing bus stops and the potential of future bus shelters is necessary.

##### *Discussion:*

Locating a transit stop requires a site assessment to determine suitability based on safety, traffic patterns, property ownership, zoning, right of way, easements, permit requirements and accessibility. Wood Rogers will provide Staff with general schematics and depictions of proposed transit amenity improvements for up to 16 locations. Following Staff review and Board approval, Wood Rogers will prepare and submit the encroachment permit applications required to install transit stop amenities at the locations selected. Agencies involved in the project review and approval process include NDOT and Douglas County. Work completed under this task shall include coordination required with the approval agencies, providing responses to comments received from the agencies on the Encroachment Permit application packages and revision of materials submitted as part of the initial encroachment permit application package.

Below are the descriptions and budgets for the proposed contracts, contract amendments, task orders, and purchase orders:

<b>CONTRACTS</b>					
<b>Firm</b>	<b>Work Element</b>	<b>Type of Agreement</b>	<b>Phase</b>	<b>Work to be Performed/Deliverable</b>	<b>Cost</b>
KME, Inc.	Varies	Contract Amendment	Varies	Amend the existing blanket contract by increasing the not-to-exceed amount from \$203,700 to \$208,000. This Amendment allows for Task Order capacity as proposed below	\$4,300
Nichols Consulting Engineers (NCE)	Varies	Contract Amendment	Varies	Amend the existing blanket contract by increasing the not-to-exceed amount from \$300,000 to \$600,000. This amendment allows for Task Order capacity as proposed below, and an additional \$100,000 for future task orders that may be necessary over the next fiscal year for both CIP Projects and Transit Facility NPDES monitoring, permitting, and reporting	\$300,000
WBH NV ENT LLC	Varies	New Contract	Varies	Provide WBH with a \$115,200 blanket contract amount providing capacity for the Task Order proposed below	\$115,200
Stantec	Varies	New Contract	Varies	Provide Stantec with a \$200,000 blanket contract amount providing capacity for future Task Orders. Currently there are no Task Orders identified for Stantec	\$200,000

<b>TASK / PURCHASE ORDERS</b>					
<b>Firm</b>	<b>Work Element</b>	<b>Type of Agreement</b>	<b>Phase</b>	<b>Work to be Performed/Deliverable</b>	<b>Cost</b>
KME, Inc	3.10	Task Order	Planning/ Project Management Support	Provide planning and project management support for the SR 28 Corridor Management Plan including coordination with multiple agencies on NV Bikeway Phase 2 and 3. Task Order covers fiscal year 2014.	\$48,000
Wood Rodgers	3.4	Task Order	Preliminary Engineering & Design	Community Review Committee (CRC) management and facilitation	\$59,567
Wood Rodgers	3.1	Task Order	Preliminary Engineering & Design	Community Review Committee (CRC) management and facilitation and environmental justice	\$76,149
NCE	3.9	Task Order	Preliminary Engineering & Design	Design and permits for Meeks Bay Bike Trail	\$141,320
Keenology Corp. (dba CIP Planner)	2.2	Purchase Order	Software	Development of Grants Management Database and reporting software	\$21,796

TASK / PURCHASE ORDERS					
Firm	Work Element	Type of Agreement	Phase	Work to be Performed/Deliverable	Cost
Taggart & Taggart	2.2/ Varies	Purchase Order	Legal Support	Legal support for TTD's CIP Projects, including Transit Capital Projects	\$80,400
WBH NV ENT LLC	5.3	Task Order	Nevada State Legislative Support	Provide Nevada Legislative support for TTD's CIP Projects, provide assistance with TTD's funding strategy at the state and local levels, and provide Project Management assistance with the Trans Sierra Transportation Coalition for fiscal year 2014	\$115,200
Wood Rodgers	4.4	Task Order	Preliminary Engineering & Design	Bus stop site review for Carson Valley TTD routes	\$20,000

**Fiscal Analysis:**

All expenditures associated with this item are accounted for in the approved 2012/13 Work Program and proposed 2013/2014 Work Program and associated budgets.

Program	Description	Total	Grantor	Grant Amount	Match	Match Amount
CIP	KME, Inc. Task Order	\$48,000	FLH ½%	\$48,000	N/A	N/A
CIP	Wood Rodgers Task Order for SR 89 – Fanny Bridge Project	\$59,567	FLH ½%	\$59,567	N/A	N/A
CIP	Wood Rodgers Task Order for US 50 Project	\$76,149	SNPLMA	\$51,020	PLHD	\$25,129
CIP	NCE Task Order	\$141,320	FLH ½%	\$141,320	N/A	N/A
CIP	Keenology Corp (DBA CIPPlanner) Purchase Order	\$21,796	FLH ½%	\$21,796	N/A	N/A
CIP	Taggart & Taggart Purchase Order	\$80,400*	Varies	Varies	Varies	Varies
CIP	WBH NV ENT LLC Task Order	\$115,200	FLH ½%	\$X	N/A	N/A
Transit	Wood Rodgers Task Order CV Transit Stops	\$20,000**	N/A	N/A	N/A	N/A

\* This amount is covered by multiple grants including: FLH ½%, ARRA, FTA 5309, CA Prop 1B, FTA 5311, and FTA 5303.

\*\* This amount is covered by the approved Transit Operations Budget.



**Work Program Analysis:**

All work associated with this effort is captured under respective elements of the approved FY 2014 Work Program and corresponding allotted staff time.

**Additional Information:**

If you have any questions or comments regarding this item, please contact Derek Kirkland at (775) 589-5504 or [dkirkland@tahoetransportation.org](mailto:dkirkland@tahoetransportation.org).

**Attachment:**

- A. Sole Source Unique Qualifications and Proposal for Buzz Harris with WBH NV ENT LLC



WBH NV ENT LLC

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Public Affairs and Consulting

**Proposal for**  
**Tahoe Transportation District**

Trans Sierra Transportation Coalition  
Development and Implementation

July 1, 2013

Buzz Harris  
775 813-3743  
Buzzh@sbcglobal.net

## WBH NV ENT LLC

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July 1, 2013

Mr. Carl Hasty  
Tahoe Transportation District  
P. O. Box 499  
Zephyr Cove, NC 89448

Dear Carl:

I am pleased to submit a proposal on behalf of WBH Enterprises, to serve as an independent contractor, for the purposes of collaborating on developing adequate and stable funding sources for transportation improvements in and around the Tahoe Basin via the Trans Sierra Transportation Coalition (TSTC).

My company has experience in establishing, implementing and completing the goals and strategies for effective coalitions related to transportation funding matters. This unique experience comes from establishing and working on the Washoe County RTC 5 Ballot Question in conjunction with the Road to the Future Coalition that developed from the Nevada Highway Users Coalition. The aforementioned matters all related to developing and completing the goals and strategies for effective coalitions for transportation funding.

WBH Enterprises has earned a good reputation with the Nevada Governor's Office, Nevada Legislature, local governments as well as private entities to coordinate and prepare intelligent and cost-effective ideas related to transportation funding.

On the heels of the 2013 Nevada Legislature, now is a critical time to implement the TSTC with key stakeholders and to develop sufficient research and market data to educate the public and elected officials encompassing Western Nevada and Eastern California.

WBH enterprises has served as a subcontractor for the last two years as part of your outreach team, working in coordination with the public relations, research and marketing arms as well as staff and board members to establish a strong foundation to move the coalition forward.

I appreciate your consideration of this proposal.

Sincerely,

Buzz Harris  
Manager

## WBH NV ENT LLC

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### Company Profile

WBH NV ENT LLC (WBH Ent.) is uniquely qualified to serve the Tahoe Transportation District in its efforts with the Trans-Sierra Transportation Coalition (TSTC). Buzz Harris serves as the Principal. This enterprise has significant experience in bringing diverse parties together to reach viable and mutually beneficial solutions to create synergy to effectively persuade and educate the public.

This is a niche field to have knowledge of local, state and federal processes.

WBH Ent. has been a subcontractor to the TTD for the last two years enabling them to have extensive background and experience understanding TTD's client needs.

Mr. Harris has 20 years of coalition building experience ranging from working for a major political party, organizing significant fundraisers, managing two transportation coalitions and working for a commercial construction trade association. During this experience Mr. Harris has developed and maintained strong relationships with NDOT, legislators, governors, federal representatives, local governments and private associations related to transportation funding infrastructure needs. Mr. Harris is also uniquely qualified in that he is skilled in mediation and facilitation.

WBH Ent. has also worked with state and local governments as well as many public and private entities over the last two years to educate and inform them of the needs and successes of TTD projects in and around the Basin. During the 2013 Nevada Legislative session WBH Ent. worked extensively with Nevada Legislators to emphasize the opportunities the Tahoe Transportation District has in connecting Eastern California and Western Nevada to benefit safety, environment, economic development and tourism by providing a more efficient and friendly transportation system; highlighting connectivity between key regions and agencies, while reinforcing key contacts.

Currently Mr. Harris is participating in the Western Nevada Development District (WNDD) to incorporate transportation planning and infrastructure in the Stronger Economies Together (SET) process that has been laid out by the Governor's Office of Economic Development (GOED).

From 2007 to 2009 Mr. Harris was successful in working with the public and Washoe County Regional Transportation Commission on Question 5. This coalition was successful in passing a ballot question, a legislative bill and county ordinance enabling Washoe County to index the gas tax to the Producer Price Index. This has allowed for over \$300 million of roadwork to be bonded, creating thousands of jobs while creating better transportation infrastructure. The Nevada Highway Users Coalition and the Road to the Future Coalition that was managed by Mr. Harris and others based the successful passage of the RTC 5 ballot question and legislation on the grassroots efforts.

Mr. Harris also has a strong background in working with the construction industry, everything from engineering, contractors to labor organization.

## WBH NV ENT LLC

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### Scope of Services

WBH will offer the following scope of services for the time period of July 1, 2013 to June 30, 2014, as a one year independent contractor, the TTD will be WBH Ent. Primary client.

Three tasks to be completed:

- Coordinating and managing the Trans Sierra Transportation Coalition (TSTC) planning
- Continuing to educate legislators and elected officials on the TSTC
- Coordinating with the Department of Transportation, Metropolitan Planning Organizations (MPO) and other organizations to assist with funding.

Task one

- Coordinate and manage contracts and subs for the TSTC
- This would include but not be limited to:
  - Implementation of charter of various stakeholders
  - Gathering and understanding local area plans, regional transportation updates, regional plans and transportation improvement plans.

Task two

- Educating and emphasizing the importance of Lake Tahoe and the surrounding transportation regions to legislators and elected officials.
- This would include tours of completed and future projects
- Working with the legislative interim committee on Lake Tahoe and Marlette Lake
- Regular communication and updates concerning changes and future plans with elected and key officials in affected areas.

Task three

- Working with the Nevada Department of Transportation and other related organizations to implement TSTC
- Developing the map and plan for the next five years
- Laying out the plan for TSTC related to the Nevada Transportation Plan
- Formalizing strategies

### Cost and schedule

WBH Enterprises is flexible in its approach regarding schedules and will adapt to meet clients needs.

Standard Hourly Rate \$80 per hour

Not to exceed \$9600 per month