

**TAHOE TRANSPORTATION DISTRICT (TTD)  
PROGRAM IMPLEMENTATION COMMITTEE**

**Meeting Agenda**

**Tahoe Regional Planning Agency  
128 Market Street  
Stateline, NV 89448**

**June 5, 2024  
12:30 p.m.**

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The Tahoe Transportation District Program Implementation Committee meeting will be physically open to the public at the Tahoe Regional Planning Agency, Stateline, NV 89449 and in accordance with California and Nevada law, Committee members may be teleconferencing into the meeting via GoToWebinar in accordance with requirements under California Government Code section 54953(f).

Committee members: Wesley Rice-Chair, Brian Bigley, Andy Chapman, Brendan Ferry, John Friedrich, Nick Speal, Raymond Suarez

To attend the TTD Program Implementation Committee Meeting remotely, use the following:  
<https://attendee.gotowebinar.com/register/4876413673575092313>

After registering, you will receive a confirmation email containing information about joining the webinar.

The following location will also be available for participation by teleconference:

229 W Loop 121  
Belton, Texas 76513

Members of the public may observe the meeting and submit comments in person at the above location or via GoToWebinar. Members of the public may also provide public comment by sending comments to the Clerk to the Board by email at [jallen@tahoetransportation.org](mailto:jallen@tahoetransportation.org). Please note which agenda item the comment pertains to. Comments will be distributed at the meeting and attached to the minutes of the meeting. All comments should be a maximum of 500 words, which corresponds to approximately three minutes of speaking time. Comments for each agenda item should be submitted prior to the close of that agenda item.

Any member of the public who needs accommodations should email or call Judi Allen who will use her best efforts to provide reasonable accommodations to provide as much accessibility as possible, while also maintaining public safety in accordance with TTD's procedure for resolving reasonable accommodation requests. All reasonable accommodations offered will be listed on the TTD website at [tahoetransportation.org](http://tahoetransportation.org).

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

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

- A. Roll Call and Determination of Quorum
- B. *For Possible Action:* Approval of Agenda for June 5, 2024
- C. *For Possible Action:* Approval of Minutes of March 6, 2024

**Page #1**

**II. PUBLIC INTEREST COMMENTS**

All comments are to be limited to no more than three minutes per person for matters not listed on this agenda. Comments made cannot be acted upon or discussed at this meeting, but may be placed on a future agenda for consideration.

**III. DISCUSSION ITEMS**

	<u>Page</u>
A. <i>Informational Only:</i> Informational Update on Tahoe Transportation District Active Capital Improvement Program Projects	<b>53</b>
B. <i>For Possible Action:</i> Recommend the TTD Board of Directors Adopt Resolution 2024-002 Authorizing the Execution of the 2023/24 Fiscal Year Allocation of the Low Carbon Transit Operations Program Funds for the Fare Free Transit Program ( <i>Board Agenda Item VIII.C., Page #50</i> )	<b>72</b>
C. <i>For Possible Action:</i> Recommend the TTD Board Authorize Issuance of a Contract Award to Solutions for Transit for Management Information System Services and Authorize the District Manager to Negotiate and Execute an Agreement in an Amount Not to Exceed \$225,000 ( <i>Board Agenda Item VIII.D., Page #54</i> )	<b>76</b>
D. <i>Informational Only:</i> Informational Update on Transit Performance Measures for Fiscal Year 2023	<b>114</b>
E. <i>Informational Only:</i> Informational Report on the Transit System for Winter 2024	<b>120</b>
F. <i>Informational Only:</i> Informational Update on the State of Tahoe Transportation District’s Service Fleet	<b>128</b>
G. <i>Informational Only:</i> Informational Update on the 2024 Season of the East Shore Express Transit Service	<b>219</b>
H. <i>Informational Only:</i> Status Report and Discussion on the Short-Range Transit Plan Update	<b>223</b>

**IV. DISTRICT MANAGER REPORT**

**V. COMMITTEE MEMBER REQUESTS AND COMMENTS**

This portion of the agenda is for members to make requests for future agenda items or to make a brief report about personal activities without further deliberation by the committee, although any member may request an item to be placed on a future agenda in response to such remarks.

**VI. PUBLIC INTEREST COMMENTS**

**VII. ADJOURNMENT**

## **COMPLIANCE WITH PUBLIC NOTICE REQUIREMENTS**

This notice and agenda has been posted at the TTD office and at 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, the North Tahoe Chamber of Commerce, all teleconference locations listed above, 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 Allen at (775) 589-5502 or [jallen@tahoetransportation.org](mailto:jallen@tahoetransportation.org).

### **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 TTD and at three other separate, prominent places within the jurisdiction of TTD 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 Committee. Such notice was delivered to the postal service used by the Committee 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 TTD 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 Committee or, if provided to the members of the Committee at the meeting, were made available to the requester at the meeting and are available on the TTD website: [www.tahoetransportation.org](http://www.tahoetransportation.org). Please send requests for copies of supporting materials to Judi Allen at (775) 589-5502 or [jallen@tahoetransportation.org](mailto:jallen@tahoetransportation.org).



**TAHOE TRANSPORTATION DISTRICT  
PROGRAM IMPLEMENTATION COMMITTEE  
MEETING MINUTES  
March 6, 2024**

**Committee Members in Attendance:**

Brian Bigley, Member at Large  
Brendan Ferry, El Dorado County  
John Friedrich, City of South Lake Tahoe  
Nick Speal, CA Gov Appointee  
Raymond Suarez, SS-TMA (attended remotely)

**Committee Members Absent:**

Andy Chapman, TNT-TMA  
Wesley Rice, Douglas County

**Others in Attendance:**

Jim Marino, Tahoe Transportation District  
George Fink, Tahoe Transportation District  
Judi Allen, Tahoe Transportation District  
Michelle Glickert, Tahoe Regional Planning Agency  
Ryan Murray, Tahoe Regional Planning Agency

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

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

The meeting of the Committee was called to order by Mr. Bigley at 2:09 p.m. at the Tahoe Regional Planning Agency and via GoToWebinar. Roll call was taken and it was determined a quorum was in attendance for the Committee.

**B. Approval of Agenda of March 6, 2024**

Motion/second by Mr. Ferry/Mr. Speal to approve the agenda for today's meeting. The motion passed unanimously.

**C. Approval of Meeting Minutes for January 12, 2024**

Motion/second by Mr. Friedrich/Mr. Ferry to approve the minutes. The motion passed with Mr. Bigley abstaining.

**II. PUBLIC INTEREST COMMENTS**

There were public interest comments submitted via e-mail and are attached.

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

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

**A. Conduct a Public Hearing and Recommend Approval of the Tahoe Regional Planning Agency's 2024 Active Transportation Plan to the Tahoe Metropolitan Planning Organization Governing Board**

Mr. Murray reviewed this item and gave a presentation. Mr. Speal asked if transit access is included in the plan. Mr. Murray confirmed it is.

Public Comments:

Tim Delaney stated they do not want bike trails on East Shore and don't push development on East Shore.

Helen Neff noted that TRPA may not build roads, but does approve projects, etc. and to please incorporate safety enhancements with development.

Action Requested: For Possible Action

Mr. Friedrich moved to recommend approval of the Tahoe Regional Planning Agency's 2024 Active Transportation Plan to the Tahoe Metropolitan Planning Organization Governing Board. Mr. Speal seconded the motion. The motion pass unanimously.

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

**VI. DISCUSSION ITEMS**

**A. Informational Update on Tahoe Transportation District's Clean Transit Initiative**

Mr. Fink reviewed this item. Mr. Speal asked about the status of the electric buses. Mr. Fink responded all three Proterras are currently out of service waiting for parts.

Action Requested: Informational Only

**B. Informational Update on Tahoe Transportation District Active Capital Improvement Program Projects**

Mr. Marino reviewed this item and added a RAISE grant application was submitted for the SR 28 Corridor project and the Fanny Bridge project construction is delayed due to negotiations with bidder.

Action Requested: Informational Only

**VII. DISTRICT MANAGER REPORT**

Mr. Marino reported staff has received SSTMA's microtransit integration plan and are evaluating the recommendations made in the plan.

**VIII. COMMITTEE MEMBER REQUESTS AND COMMENTS**

Mr. Speal requested a standing item regarding the Short Range Transit Plan updates and thanked the District for running service during the storm.

**IX. PUBLIC INTEREST COMMENTS**

Tim Delaney stated his family fought a whole bunch of wars so folks could have a life, that Incline and the forests can not handle more the people, and the US government are a bunch of clowns.

**X. ADJOURNMENT**

The meeting adjourned at 4:05 p.m.

Respectfully Submitted:

*Judi Allen  
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 Allen, Clerk to the Board (775) 589-5502.)*

**From:** [Nancy Post](#)  
**To:** [Judi Allen](#)  
**Subject:** Agenda Item VI.B MARCH6 2024 Public Comment  
**Date:** Monday, March 4, 2024 6:58:44 AM

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SUBJECT: Tahoe Transportation District Program Implementation Committee Meeting March 6 2024 Agenda Item VI.B Public Comment

TO THE TTD BOARD:

Thank you for eliminating the Old Incline Elementary School (OES) from consideration as a mobility hub in Incline Village.

Like 99% of all Incline residents, I remain opposed to locating a mobility hub (and parking lot) on the OES parcel.

I appreciate you working with the FTA to dispose of the OES property as a potential mobility hub site.

Thank you,

Nancy Post

Incline Village Resident

**Sent from my iPhone**



**From:** [Shawn Cardinal](#)  
**To:** [Judi Allen](#)  
**Subject:** TTDPI Committee Meeting March 6 2024 Agenda Item VI.B Public Comment  
**Date:** Monday, March 4, 2024 12:10:59 PM

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I am writing to urge you to eliminate the Old Incline Elementary School (OES) from consideration as a mobility hub in Incline Village.

Like all of my neighbors and most of Incline residents, I remain opposed to locating a mobility hub (and parking lot) on the OES parcel.

I appreciate you working with the FTA to dispose of the OES property as a potential mobility hub site.

Thank you.

Ms. Shawn Cardinal & Mr. Thomas JIngoli  
Incline Residents

**From:** [rondatycer@aol.com](mailto:rondatycer@aol.com)  
**To:** [Judi Allen](#)  
**Subject:** SUBJECT: TTD Agenda Item VI.B Public Comment  
**Date:** Tuesday, March 5, 2024 10:04:09 AM

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Tahoe Transportation District Program Implementation Committee Meeting March 6 2024 Agenda Item VI.B Public Comment

TO THE TTD BOARD:

Thank you for eliminating the Old Incline Elementary School (OES) from consideration as a mobility hub in Incline Village.

Like 99% of all Incline residents, I remain opposed to locating a mobility hub (and parking lot) on the OES parcel.

I appreciate you working with the FTA to dispose of the OES property as a potential mobility hub site.

SIGNED:

Ronda Tycer

Incline Village Resident

**From:** [Anastiscia Chantler-Lang](mailto:Anastiscia.Chantler-Lang)  
**To:** [rondatycer@aol.com](mailto:rondatycer@aol.com); [Judi Allen](mailto:Judi.Allen)  
**Subject:** Re: Just Sign Name and Forward to TTD Today by 4 pm!  
**Date:** Tuesday, March 5, 2024 10:12:45 AM

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SUBJECT: Tahoe Transportation District Program Implementation Committee Meeting March 6 2024  
Agenda Item VI.B Public Comment

TO THE TTD BOARD:

Thank you for eliminating the Old Incline Elementary School (OES) from consideration as a mobility hub in Incline Village.

Like 99% of all Incline residents, I remain opposed to locating a mobility hub (and parking lot) on the OES parcel.

I appreciate you working with the FTA to dispose of the OES property as a potential mobility hub site.

Dr. Anastiscia Lang, BCTN, ND, CHNP, CHN

[www.laketahoewellnesscenter.com](http://www.laketahoewellnesscenter.com)

Incline Village Resident

On Tue, Mar 5, 2024 at 9:59 AM [rondatycer@aol.com](mailto:rondatycer@aol.com) <[rondatycer@aol.com](mailto:rondatycer@aol.com)> wrote:

TO: [jallen@tahoetransportation.org](mailto:jallen@tahoetransportation.org).

SUBJECT: Tahoe Transportation District Program Implementation Committee Meeting March 6 2024  
Agenda Item VI.B Public Comment

TO THE TTD BOARD:

Thank you for eliminating the Old Incline Elementary School (OES) from consideration as a mobility hub in Incline Village.

Like 99% of all Incline residents, I remain opposed to locating a mobility hub (and parking lot) on the OES parcel.

I appreciate you working with the FTA to dispose of the OES property as a potential mobility hub site.

SIGNED:

[Your name]

Incline Village Resident

--

*Anastiscia Lang, BCTN, RND*  
*CHNP, CHN,*  
*Doctorate of Traditional Naturopathy*  
[www.glow-health.com](http://www.glow-health.com)  
[www.laketahoewellnesscenter.com](http://www.laketahoewellnesscenter.com)  
*Phone: 760-409-3014/ 530-546-8201*  
*A Healthy Difference*



**Disclaimer:**

None of the products or statements on this email are intended to diagnose, treat, cure or prevent any disease or condition and are for holistic health educational purposes. Please consult a health care practitioner if you suspect a disease or condition.

**From:** [Robin Beres](#)  
**To:** [Judi Allen](#)  
**Subject:** TTD Program Implementation Committee Meeting March 6 2024 Agenda Item VI.B  
**Date:** Tuesday, March 5, 2024 10:22:29 AM

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TO THE TTD BOARD:

Thank you for eliminating the Old Incline Elementary School (OES) from consideration as a mobility hub in Incline Village.

Like 99% of all Incline residents, I remain opposed to locating a mobility hub (and parking lot) on the OES parcel.

I appreciate you working with the FTA to dispose of the OES property as a potential mobility hub site.

Robin Beres  
Incline Village Full-Time Resident

**From:** [mlkennedy1@charter.net](mailto:mlkennedy1@charter.net)  
**To:** [Judi Allen](#)  
**Subject:** March 6 2024 Agenda Item VI.B Public Comment  
**Date:** Tuesday, March 5, 2024 10:32:18 AM

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TO THE TTD BOARD:

Thank you for eliminating the Old Incline Elementary School (OES) from consideration as a mobility hub in Incline Village.

Like 99% of all Incline residents, I remain opposed to locating a mobility hub (and parking lot) on the OES parcel.

I appreciate you working with the FTA to dispose of the OES property as a potential mobility hub site.

SIGNED:

Mary Lou Kennedy

Incline Village Resident

**From:** [L.E. Nalbandian](#)  
**To:** [Judi Allen](#)  
**Subject:** Tahoe Transportation District Program Implementation Committee Meeting March 6 2024 Agenda Item VI.B  
Public Comment  
**Date:** Tuesday, March 5, 2024 10:34:13 AM

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TO THE TTD BOARD:

Thank you for eliminating the Old Incline Elementary School (OES) from consideration as a mobility hub in Incline Village.

Like 99% of all Incline residents, I remain opposed to locating a mobility hub (and parking lot) on the OES parcel.

I appreciate you working with the FTA to dispose of the OES property as a potential mobility hub site.

Regards,

Lauren and Steve Nalbandian

Incline Village Residents

**From:** [Reinhild Moeller](#)  
**To:** [Judi Allen](#)  
**Subject:** Tahoe Transportation District Program Implementation Committee Meeting March 6 2024  
**Date:** Tuesday, March 5, 2024 10:35:22 AM

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My Comment TO THE TTD BOARD:

Please eliminate Old Incline Elementary School (OES) from consideration as a mobility hub in Incline Village.

Like 99% of all Incline residents, I remain opposed to locating a mobility hub (and parking lot) on the OES parcel.

I do appreciate you working with the FTA to dispose of the OES property as a potential mobility hub site.

SIGNED:

Reinhild Möller

Incline Village Resident

[Sent from AOL on Android](#)



**From:** [Jack Dalton](#)  
**To:** [Judi Allen](#)  
**Subject:** Fwd: Just Sign Name and Forward to TTD Today by 4 pm!  
**Date:** Tuesday, March 5, 2024 10:36:49 AM

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Sent from my iPhone

Begin forwarded message:

**From:** rondatycer@aol.com  
**Date:** March 5, 2024 at 9:59:53 AM PST  
**To:** Ronda Tycer <rondatycer@aol.com>  
**Subject: Just Sign Name and Forward to TTD Today by 4 pm!**

TO: jallen@tahoetransportation.org.

SUBJECT: Tahoe Transportation District Program Implementation Committee Meeting  
March 6 2024 Agenda Item VI.B Public Comment

TO THE TTD BOARD:

Thank you for eliminating the Old Incline Elementary School (OES) from consideration as a mobility hub in Incline Village.

Like 99% of all Incline residents, I remain opposed to locating a mobility hub (and parking lot) on the OES parcel.

I appreciate you working with the FTA to dispose of the OES property as a potential mobility hub site.

SIGNED:

Jack Dalton 980 Cart Court Incline Village

[Your name]

Incline Village Resident

**From:** [Svata](#)  
**To:** [Judi Allen](#)  
**Subject:** Re TTD Today"s meeting!  
**Date:** Tuesday, March 5, 2024 10:46:26 AM

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TO: [jallen@tahoetransportation.org](mailto:jallen@tahoetransportation.org).

SUBJECT: Tahoe Transportation District Program Implementation Committee Meeting March 6 2024  
Agenda Item VI.B Public Comment

TO THE TTD BOARD:

Thank you for eliminating the Old Incline Elementary School (OES) from consideration as a mobility hub in Incline Village.

Like 99% of all Incline residents, I remain opposed to locating a mobility hub (and parking lot) on the OES parcel.

I appreciate you working with the FTA to dispose of the OES property as a potential mobility hub site.

(Mrs.) Svata Trossen

Full time Incline Village Resident since 1994



July 31, 2023

**RE: Written Public Comment – III. A. DISCUSSION ITEMS – TTD IV Mobility Hub Committee Meeting 7-31-23 via jallen@tahoetransportation.org**

A. *For Possible Action:* Presentation and Discussion on Site Analysis, Project Concepts and Site Selection Process for the Incline Village Mobility Hub Project

OES = Old Elementary School (used interchangeably as 771 Southwood Blvd, Incline Village, NV)  
ESE = East Shore Express  
TTD = Tahoe Transportation District  
TRPA =Tahoe Regional Planning Agency  
FTA = Federal Transit Administration  
VMT = Vehicle Miles Traveled

Dear TTD Staff and TTD Mobility Hub Committee Members:

Please ensure that this written comment is made part of the record and the minutes regarding Agenda Item III – A. TTD Incline Village Mobility Hub Committee meeting **7-31-23**.

This written Public Comment is being provided on behalf of TahoeCleanAir.org.

TahoeCleanAir.org is opposed to the OES site being considered or used as one of the “**alternative**” locations for a TTD mobility hub, for the following reasons:

TTD claims of trip reductions, getting people out of their cars, VMT claims, and traffic reduction claims, continue to be highly controversial, subjective, arbitrary, capricious and lack substantial evidence to make such claims, making TTD’s stated outcomes highly uncertain. The TTD would require a "crystal ball" to make such claims.

Regarding TTD’s consulting firm attempts to link hubs in Vail, CO, Sparks and Reno NV, these locations bare little or no relevance to the unique environmental, public safety and wildfire evacuation needs of Incline Village and the Lake Tahoe Basin. This includes adding the significant and cumulative adverse environmental and safety peril impacts that a 365 day a year mobility hub will bring.

Further, the January 20, 2023 and the updated **June 26, 2023** Wood Rogers Memoranda and staff report (pages 12, 13 and 14 ) of which both memorandums discuss “Screening Criteria Categories”, lack complete environmental impact and safety screening considerations, are subjective, incomplete, arbitrary, capricious, and designed in favor of the TTDs relentless quest to construct a mobility hub at the OES site, of which is within and adjacent to a dense close in traffic safety peril neighborhood as well as an environmentally sensitive area.

As an example:

***TTD and its consultants continue to fail to provide an “Environmental Impact Score” within its “screening criteria list.”*** This, to avoid a substantial evidence data driven analysis of past, current, and future cumulative environmental impacts in relation to all potential locations. This includes an analysis of direct or adjacent site locations that rest within or adjacent to any environmentally sensitive area. In the case of the OES site, as an example, an **Environmental Impact Score** would consider an analysis of the OES site and its impacts within and directly adjacent to the “Burnt Cedar and Wood Creek Watersheds.” This includes Burnt Cedar creek itself, an ephemeral stream, which begins on OES property and drains ¼ mile directly into Lake Tahoe waters. How can TTD

ever claim that they are working to protect the environment and waters of Lake Tahoe when they fail to provide any reference whatsoever to an **Environmental Impact Score** for all possible Mobility Hub alternative sites.

Additionally, within the TTD Screening criteria, **Road Safety Score** should be re-labeled “Public Safety Score” and placed at the top of the screening criteria list. This item should discuss data driven measurements of all site alternatives, including a comprehensive traffic study, access and egress analyses including slopes, neighborhood pedestrian impacts and safe wildfire evacuation, in connection with human and roadway overcapacity in densely populated neighborhoods, including stranded transit users during a wildfire.

Further, the deficiencies of the eight (8) draft screening criteria provided by TTD Staff for selection of an Incline Village Mobility Hub are discussed below *as comment*.

1. **Transit System Score** - Consider how well integrated the location is with respect to the existing transit network. **Comment:** *The terms “well-integrated” and “existing transit needs” are subjective, arbitrary, and capricious and lack substantial evidence to support TTD’s claims in relation to the OES site. TTD fails to provide significant and substantial data indicating otherwise. 771 Southwood Blvd currently provides an unsafe short term seasonal East Shore Express service location which cannot be safely “well integrated” when it comes to the neighborhood public safety impacts, including safety perils for both users and the neighborhood during a wildfire evacuation, as well as the cumulative environmental degradation caused by a 365-day year-round, full mobility service hub.*
2. **Transit Propensity Score** - Overlay various points of mobility data to understand locations with “high” mobility needs and potential transit demand. **Comment:** *TTD fails to provide significant and substantial data driven evidence demonstrating that 771 Southwood mobility needs are “high”. The OES site currently provides an unsafe short term seasonal East Shore Express service location which cannot be safely “well integrated” when it comes to the neighborhood public safety and environmental impacts of the ESE or a 365-day year-round, mobility service hub. TTD has not provided substantial data to indicate a “high mobility need”, confusing ESE ridership numbers, as being synonymous with year-round mobility hub demand. Data indicates that public transportation ridership choice is extremely low compared to other forms of transportation within the Lake Tahoe Basin.*
3. **Recreational Access Score** - Consider the proximity a “high mobility need” and potential transit demands” ease of connection to recreational amenities for locals and visitors. **Comment:** *The terms “high mobility need” and “potential transit demands,” for locals and visitors are subjective, arbitrary, capricious and lack substantial evidence to make such claims, making TTD’s outcomes highly uncertain. This in connection with a 365-day year-round mobility hub at 771 Southwood Blvd. TTD fails to provide significant and substantial data indicating otherwise. TTD fails to provide significant data indicating that OES hub users will have “ease of connection” access to workable safe roadway by roadway evacuation route capability during a wildfire.*
4. **Key Destination Score** - Examine the location’s proximity and ease of connection to significant destinations, services, and activity centers. **Comment:** *Any suggestion that a hub at the OES will promote the ease of connection to “significant destination,” “services” and “activity centers” walking or access is subjective, arbitrary, capricious and lack substantial evidence to make such claims making TTD’s stated outcomes highly uncertain. TTD fails to provide significant and substantial data indicating otherwise. TTD fails to provide significant data indicating that OES hub users will have access to workable safe roadway by roadway evacuation route capability nor emergency services during a wildfire.*
5. **Walkability Score** - Analyze the extent of the surrounding sidewalk and trail networks connecting to the potential location. **Comment:** *Any suggestion that a mobility hub geographically located at the OES will promote walking or trail use is subjective, arbitrary, capricious and lacks substantial evidence to make such claims, making TTD’s stated outcomes highly uncertain. TTD fails to provide significant and substantial data indicating otherwise. TTD fails to provide significant data indicating that OES hub users, combining their use with walkability, will have access to workable safe roadway by roadway evacuation routes during a wildfire.*

6. **Bikeability** Score - Analyze the extent of the surrounding bike network (on the street and multi-use trail) connecting to the potential location. **Comment:** *Any suggestion that a hub geographically located at the OES will promote biking or trail use is subjective, arbitrary, capricious and lacks substantial evidence making TTD's stated outcomes highly uncertain. TTD fails to provide significant and substantial data indicating otherwise. TTD fails to provide significant data indicating that OES hub users, combining their use with a bike network, will have access to workable roadway by roadway safe evacuation routes during a wildfire.*
  
7. Road Safety Score - Examine crash data (or other relevant data) in proximity to mobility hub locations. **Comment:** *As stated above, this screening criteria should be re-labeled "Public Safety Score." Crash data is only one piece of screening criteria regarding public safety. This item should be re-labeled "Public Safety Score" and placed at the top of the screening criteria list. This item should discuss data driven measurements of all site alternatives, including a comprehensive traffic study, access and egress analyses including slopes, neighborhood pedestrian impacts and safe wildfire evacuation, in connection with human and roadway overcapacity in densely populated neighborhoods, including stranded transit users during a wildfire.*
  
8. Property Size Score - The location meets the minimum square footage to accommodate the mobility hub program and allow for future growth. **Comment:** *The reference to accommodating "future growth" is synonyms with TTD and TRPA creation of Lake Tahoe Basin overcapacity, thereby creating public safety perils caused by increased human and roadway overcapacity and is subjective, arbitrary, capricious and lack substantial evidence to make such claims making TTDs claims highly uncertain. TTD fails to provide significant and substantial data indicating otherwise.*

Further, the original Federal Transit Authority (FTA) National Environmental Policy Act (NEPA) Protective Acquisition funding application submitted by NDOT and TTD, which granted a NEPA "Categorical Exclusion" (CE), in order for TTD to receive federal funding to purchase the OES property, was fundamentally flawed and misleading.

NDOT and TTD stated, as part of the original NEPA protective acquisition funding application and correspondence, that the "Acquisition or transfer of interest in the real property is 1) not within or adjacent to a recognized environmentally sensitive area and 2) the use of the property by the TTD would not result in a substantial change in the functional use of the property..."

1.. With regard to past and present "functional use" of the OES property:

In an original letter from NDOT to the FTA, seeking funding to secure the purchase of 771 Southwood Blvd funding, NDOT/TTD stated, "For the last nine years, Tahoe Transportation District has been using the Property for a seasonal transportation hub"... **when actually the past use of the property was that of a 10-year inactive school campus with 8 years of non-permitted TTD parking and a non-permitted bus TTD transit stop.**

The continued 8 yr. past illegal use of the 771 Southwood Blvd, by the TTD, is now substantiated as part of the record, via discussions between the TRPA and TTD Staff during the recent October 26, 2022, Incline Village residents TRPA Appeal of the Temporary Use Permit, as connected with the 2022-2023 East Shore Express operation.

2. Further, in order to receive FTA Protective Acquisition Funding approval, in its original 23 CFR 771.118 (C)(6) Categorical Exclusion Application and correspondence seeking federal funding, NDOT/TTD stated that the 771 Southwood property was not within or adjacent to a "recognized" environmentally sensitive area and therefore a Categorical Exclusion (CE) should be granted.

Per NEPA, CEs are actions that do not individually or cumulatively have significant environmental effects or impacts and are excluded from the requirement to prepare an environmental assessment (EA) or environmental impact statement (EIS) **when there are no "unusual circumstances"** (40 CFR 1508.4, 23 CFR 771.118). CEs are not exempt from NEPA.

However, NDOT and **TTD failed to inform the FTA**, in its original funding application that:

Lake Tahoe is listed under the Clean Water Act Section 303(d) as “impaired”, which clearly represents an “unusual circumstance” with regard to the 771 Southwood property which is located on and adjacent to the environmentally sensitive Burnt Cedar and Wood Creek Watersheds.

While the recent good news headline regarding Tahoe’s clarity is indeed good news, the UC Davis comments indicated, that this is a short-term window of improvement, and the degradation of Tahoe’s clarity is expected to revert back to its 20-year history of degradation upon the expected return of the mysis shrimp. This means TTD and TRPA failures to protect Lake Tahoe will return.

The “impaired” water listing is due to three pollutants; nitrogen, phosphorus, and sediment, all of which are responsible for Lake Tahoe’s deep water transparency loss.

It is evident that the OES property is the headwater property of a visible and “intervening” seasonal ephemeral stream recognized in sediment studies (Simon) and NDEP), as Burnt Cedar Creek. This visible “intervening” ephemeral stream deposits runoff sediment directly into the waters of Lake Tahoe within ¼ mile of the headwater property in question through a series of ditches and pipes, and of which stream, the Tahoe Regional Planning Agency has failed to adequately improve to prevent pollution runoff in order to help protect Lake Clarity.

The “intervening” ephemeral stream is within and adjacent to 1) the Lake Tahoe Burnt Cedar Creek Watershed and adjacent Wood Creek Watershed – see Simon – referencing Burnt Cedar and Wood Creek Watersheds) ... Simon is also “recognized” in the Nevada Division of Environmental Protection – Final Lake Tahoe Total Maximum Daily – Report to the US EPA. Pages 7-5 and 7-6 and throughout. The “unusual circumstance” of Lake Tahoe being listed as “impaired” waters under the Clean Water Act Section 303(d) makes both of these watersheds “recognized” environmentally sensitive areas.

Further, the Burnt Cedar and Wood Creek watersheds, are “recognized” environmentally sensitive areas, since they **cumulatively**, along with all other Lake Tahoe watersheds add “impaired” 303(d) water listed sediment and pollutants to Lake Tahoe waters, and the issuance of a CE by the FTA allowing purchase of the 771 Southwood property, without investigating this unusual 303(d) circumstance, was not appropriate, and at minimum there should have been a publicly noticed Environmental Assessment (EA) process undertaken by the FTA to help determine the need for an Environmental Impact Statement.

TTD’s stated need for a mobility hub at this location is subjective, arbitrary, and capricious, agenda driven and said need is not supported by substantial nor significant data.

The information provided below discusses the TTD 2022-2023 East Shore Express Temporary Permit process is germane and directly tied to the overall Mobility Hub process.

1. The TRPA granting of the 2022-2023 ESE Temporary Use Permit represented a “change in use” from the original 8-year use of the property, and such change in use was an intensification of use and was not based on fact but was arbitrary and capricious. The TRPA and TTD therefore violated NEPA when it intensified the use of 771 Southwood Blvd as part of a “special condition” attached to 2022-2023 ESE Temporary Use Permit without a NEPA Environmental review process.

TTD Staff Reports continue to state that “the service has been operating for a number of years on a less-formalized basis, of which is an obfuscation—vague and incomplete—since the past use of the property was that of a 10-year inactive school campus with 8 years of non-permitted TTD parking and a non-permitted bus TTD transit stop. “Less formalized” in this case means, “unpermitted.”

The original TRPA Temporary Use Permit Application by the TTD requested the permit for the purpose of “Intercept Parking for East Shore Shuttle Service to SR 28 and Sand Harbor”. However, TRPA arbitrarily and capriciously granted, without a request from the Applicant an intensified and expanded “change of use” from the property’s past illegal use.

This was done by arbitrarily inserting a Special Condition, of which Special Conditions are normally considered “planning permissions” to mitigate or compensate for negative impacts. However, in the case of permit Special Condition 1, especially as it applies to 771 Southwood Blvd, TRPA arbitrarily and

capriciously granted an intensified and expanded the “change of use”. This act required TRPA and TTD to consult with the FTA which is the only agency with NEPA primacy in this particular case.

2.. During the Temporary Use Permit Process for the 2022-2023 ESE Operation TRPA Violated its own Chapter 6.2. JOINT ENVIRONMENTAL DOCUMENTS which states:

... the National Environmental Policy Act (NEPA) or other state or local environmental review, TRPA shall, whenever feasible, coordinate its environmental review process with the local, state, or Federal process. Coordination would include joint activities such as scoping, selection of consultants, notice, and concurrent comment periods.

Because the 771 Southwood property was purchased using FTA Federal funds via an application for funding in connection with a NEPA Categorical Exclusion (CE) Protective Property Acquisition request by the Nevada DOT on behalf of the TTD, the primacy for regulatory environmental review considerations rests with the FTA under NEPA.

Primary FTA primacy and reach is germane in this case since the TRPA staff arbitrarily created, and the TRPA Hearing Officer approved, a Special Use Permit “change of use” from that of an illegal use of operating without the required TRPA parking permits, to an intensified “use” of a **“Transit Station and Terminal.”**

As explained by FTA’s Mr. Ted Matley, in an email on June 7, 2021, “Change of Use” triggers an additional [required] review and determination under the National Environmental Policy Act (NEPA).

Matley goes on to comment:

“The Categorical Exclusion (CE) determination that FTA Region IX issued allows the project sponsor to purchase the property using Federal funds, should the project sponsor choose to do so. The FTA CE determination does not include approval for any future changes to, or development of, the property.”

“If the property is purchased using Federal funds, or should Federal funds be proposed to fund the development of or change the use of the property, **an additional review and determination under the National Environmental Policy Act (NEPA)** is required to develop or change the use of the property. We have confirmed with the project sponsor that they understand the limitations of the current FTA CE determination and that any future action to develop the property or change the use will require additional NEPA analysis.

3. And finally, as currently written, the new and old TRPA “armchair” Environmental Checklists contained in various past TRPA and TTD ESE Staff reports are inadequate and a sham, designed to sidestep the identification and analysis of the true local community as well as basin wide cumulative impacts/effects of the ESE and all projects within the Lake Tahoe Basin.

In this case, the desktop environmental checklist failed to recognize that the site is within and adjacent to the recognized environmental sensitive areas of the Burnt Cedar and Wood Creek Watersheds and that Lake Tahoe is listed under the Clean Water Act Section 303(d) as “impaired” waters.

Further, for the most part, the subjective staff armchair conclusions within the Environmental Checklist are not based on substantial evidence, are rather opinionated, arbitrary, and capricious, and continue to violate the Bi-State Compact requirements of Tahoe Basin equilibrium and harmony.

Sincerely,  
Doug Flaherty, President  
Tahoe Sierra Clean Air Coalition (DBA TahoeCleanAir.org)  
A Nevada 501(c)(3) Non-Profit Corporation  
774 Mays Blvd 10-124  
Incline Village, NV 89451

**From:** [Doug Flaherty](#)  
**To:** [Judi Allen](#)  
**Subject:** Public Comment - Tahoe Transportation District Program Implementation Committee Acting as the Tahoe Transportation Commission - 3-6-24  
**Date:** Tuesday, March 5, 2024 11:07:47 AM  
**Attachments:** [TTC Meeting Agenda](#)  
[Public Comment TahoeCleanAir.org - 2024-03-05 - Tahoe Mobility Hub Mtg.pdf](#)

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Dear Committee Members:

Please make this public comment part of the record and minutes in connection with Agenda Item IV. of the TAHOE TRANSPORTATION COMMISSION (TTC) BUSINESS ITEMS: i.e.

A. For Possible Action: Conduct a Public Hearing and Recommend Approval of the Tahoe Regional Planning Agency's 2024 Active Transportation Plan to the Tahoe Metropolitan Planning Organization Governing Board

While TahoeCleanAir.org will be submitting additional comments regarding the 2024 Active Transportation Plan by March 15, 2024, it is important that TTD and TRPA must immediately undertake a comprehensive cumulative Environmental Impact Statement/Report (EIS/EIR) taking into account all past, present and planned private and public projects, including transportation projects within the Lake Tahoe Basin since adoption of the 2012 Regional Plan.

With the Lake Tahoe Basin unique environmental and safety issues including, human overcapacity, overcapacity roadways, including two lane and traffic calming roadways, extreme 360 degree high hazard severity wildfire and wildland urban interface zones, and its demonstrated wind and slope environment, the EIS/EIR must include a comprehensive analysis of new information as discussed in the California Attorney General's October 2022 Best Practices for Analyzing and Mitigating Impacts of Development Projects Under the California Environmental Quality Act. This information was not available during the TRPA 2012 Regional Plan. Despite repeated pleas from the public to do so, TTD and TRPA have failed to substantially address wildfire and wildfire evacuation in relation to individual and cumulative new information and changed circumstances.

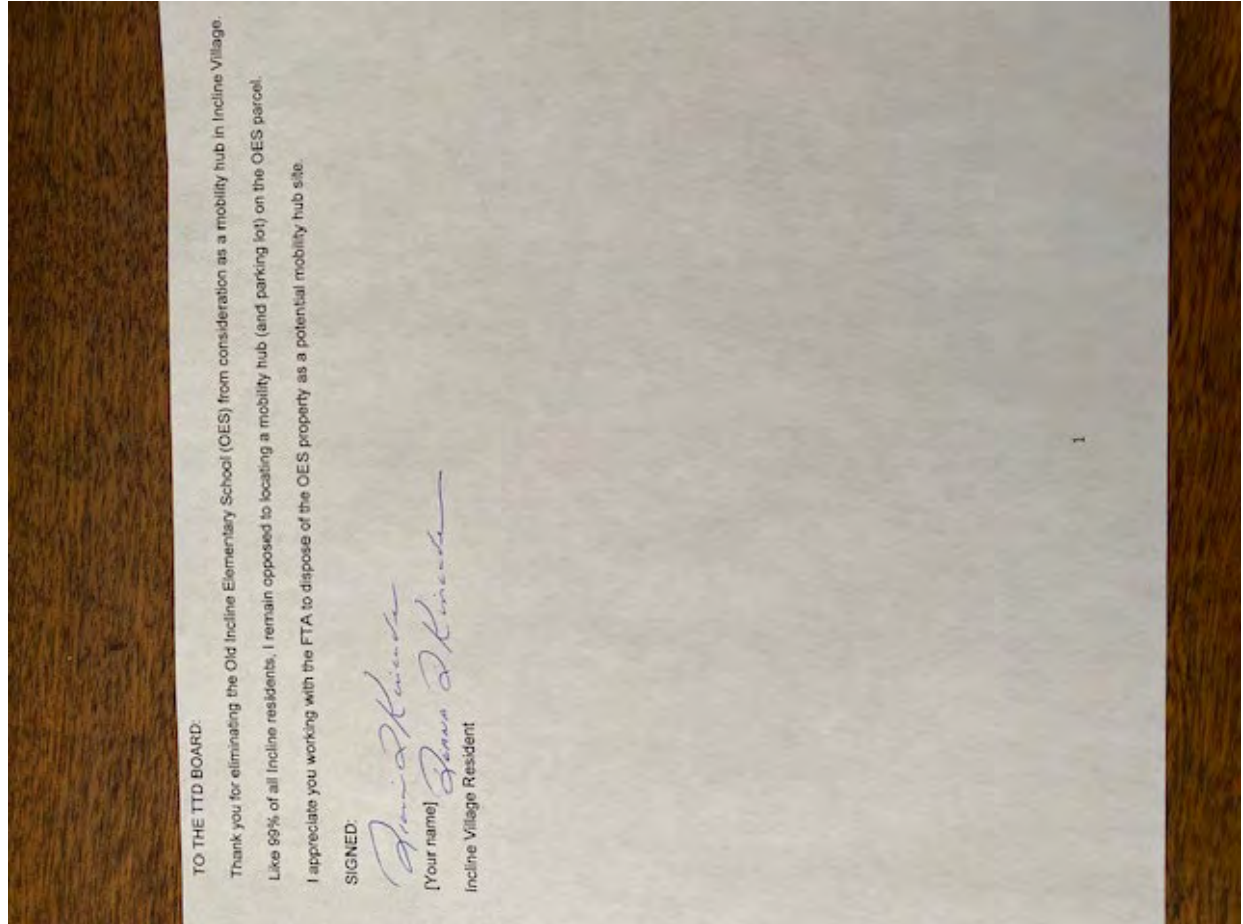
Additionally, thank you for eliminating the Old Incline Elementary School (OES) from consideration as a mobility hub in Incline Village. Placing a Mobility Hub and dense parking at the Old Incline Village Elementary School is highly controversial and its placement will cause significant harm to the environment and public safety. In fact, the mobility hub project, especially when financed by federal money, must undergo its own EIS under the National Environmental Policy Act (NEPA).



Please also consider the attached past public comment part of the record in connection with your March 6, 2024 meeting.

Sincerely,  
Doug Flaherty, President  
Tahoe Sierra Clean Air Coalition (DBA TahoeCleanAir.org)  
A Nevada 501(c)(3) Non-Profit Corporation  
774 Mays Blvd 10-124  
Incline Village, NV 89451

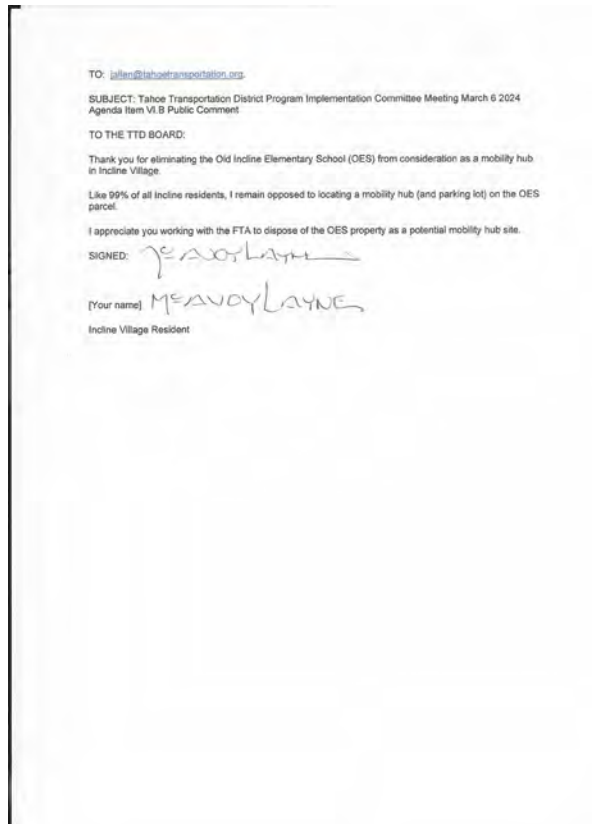
**From:** [Dee Dee Kincade](#)  
**To:** [Judi Allen](#)  
**Subject:** Tahoe Transportation District Program Implementation Committee Meeting March 6 2024 Agenda Item VI.B Public Comment  
**Date:** Tuesday, March 5, 2024 12:00:43 PM



Sent from iPhone

**From:** [McAvoy Layne](#)  
**To:** [Judi Allen](#)  
**Subject:** Thank you...  
**Date:** Tuesday, March 5, 2024 12:22:44 PM  
**Attachments:** [Scan of 20240305.png](#)  
[Screenshot](#)

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McAvoy Layne  
<http://www.ghostoftwain.com>  
Email: [McAvoyLayne@gmail.com](mailto:McAvoyLayne@gmail.com)



"Always do right, this will gratify some and astonish the rest." -Mark Twain

**From:** [Richard Miner](#)  
**To:** [Judi Allen](#)  
**Subject:** March 6, 2024 TTD Agenda Item VI.B  
**Date:** Tuesday, March 5, 2024 12:28:50 PM

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Dear TTD Board Members,

I'm a 25 year resident of Incline Village and am writing once again to comment on issues to be discussed at your next meeting. For several years now an overwhelming number of my fellow residents have gone on record as opposed to placing a transportation hub and parking lot in the residential center of our community at our Old Elementary School. Is it possible that finally the will of the people is finally being heard by the powers that be? If so, congratulations on this possible turn of events.

From a careful reading of this meeting's agenda it seems that there is interest on your committee for opening discussions with the Federal Transit Administration regarding the disposition of the Old Elementary School property for use as a transit facility. If so, I applaud this effort if it results in finding a suitable alternative to the OES.

Like many involved citizens around the entire circumference of Lake Tahoe, I still have reservations about TTD's published plans to get local residents out of their vehicles and into public transit when the real problem is exploding tourism and not a stable residential population, but that's a discussion for another time. Meanwhile, please do whatever is necessary to move forward on finding other options for siting north shore Lake Tahoe transit hubs.

Very truly yours,  
Richard Miner  
Incline Village, NV

**From:** [Stephen Barney](#)  
**Cc:** [Judi Allen](#)  
**Subject:** TTD: Hub Site  
**Date:** Tuesday, March 5, 2024 12:34:40 PM

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SUBJECT: Tahoe Transportation District Program Implementation Committee Meeting March 6 2024  
Agenda Item VI.B Public Comment

TO THE TTD BOARD:

Thank you for eliminating the Old Incline Elementary School (OES) from consideration as a mobility hub in Incline Village.

Like 99% of all Incline residents, I remain opposed to locating a mobility hub (and parking lot) on the OES parcel.

I appreciate you working with the FTA to dispose of the OES property as a potential mobility hub site.

SIGNED:

**Stephen and Cherry Barney**

**667 Tumbleweed Circle**

Incline Village Resident

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**Stephen A. Barney**  
[bar7ney@gmail.com](mailto:bar7ney@gmail.com)  
775/832-5058 or  
910/603-0588

**From:** [SamJake](#)  
**To:** [Judi Allen](#)  
**Subject:** OES  
**Date:** Tuesday, March 5, 2024 12:35:35 PM

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TO: [jallen@tahoetransportation.org](mailto:jallen@tahoetransportation.org).

SUBJECT: Tahoe Transportation District Program Implementation Committee Meeting March 6 2024  
Agenda Item VI.B Public Comment

TO THE TTD BOARD:

Thank you for eliminating the Old Incline Elementary School (OES) from consideration as a mobility hub in Incline Village.

Like 99% of all Incline residents, I remain opposed to locating a mobility hub (and parking lot) on the OES parcel.

I appreciate you working with the FTA to dispose of the OES property as a potential mobility hub site.

Sam Jacobsen  
Virginia Jacobsen  
Incline Village resident for 45 yrs

<https://www.tahoetransportation.org/wp-content/uploads/2024/02/2024-3-6-TTD-PIC-Mtg-Agenda-Packet.pdf>

I am requesting that the Tahoe Transportation District/Wood Rodgers provide an update to the Douglas County Board of County Commissioners and residents on many of the projects listed below and any other near-term future projects in Douglas County before any recommendations go to the Tahoe Regional Planning Agency to ensure our Board and Douglas County and residents are made aware of possible funding expectations from Douglas County. Post construction O&M as noted to be determined. Also, public health and safety awareness with the proposed pedestrian crossing to allow access to Spooner State Park. Also, site selection process for a Maintenance and Admin Facility. Furthermore, how microtransit might replace moderately useful fixed-routes which of course requires funding strategies.

<b>Project: Spooner Summit AIS/ Mobility Hub</b>	
<i>Description</i>	The project includes design and construction of a transit mobility hub with 250 parking spaces and restroom(s), an aquatic invasive species inspection station, 0.5 miles of multi-use path and a pedestrian crossing from Spooner State Park to the junction of SR28 and US50 adjacent to transit mobility hub.
<i>Status</i>	TTD awarded contract to Wood Rodgers at the February 7 Board Meeting for the coordinated design services for the vertical elements of the project. TTD/TRPA/NDOT and USFS have begun design meetings. TTD is leading coordinated efforts for post construction O&M planning as well as efforts for the USFS special use permit.
<i>Upcoming Milestones</i>	Draft project concepts – April 2024 Draft O&M partnership responsibilities – June 2024 Special Use Permit submittal – June 2024
<i>Schedule Status</i>	On schedule
<i>Budget Status</i>	On budget and contained within funding appropriation
<i>Issues/Constraints</i>	1) Post construction O&M agency responsibilities need to be determined as a separate parallel process. 2) USFS prefers single entity party responsible for O&M 3) Type of permit not yet determined, i.e., Grainger-Thy with USFS 4) Pedestrian crossing (SR28) from this project to Spooner State Park 5) Parking Management fee structure relating to transit users

**Facilities Projects**

<b>Project: Maintenance and Administration Facility</b>	
<i>Description</i>	This project is for the acquisition, environmental, design, and construction of a new all-weather maintenance and administration facility (MAF) to service 75 buses at full capacity. The MAF is envisioned to house the buses indoors and includes an automated vehicle wash, fuel islands, electric charging infrastructure, repair bays, paint/decal bays, fabrication shop, operations center, administrative offices, dispatch center, training facilities, meeting space, and storage areas.
<i>Status</i>	This project is in the preliminary planning phase. Consultant and TTD are evaluating eight parcels for possible consideration for siting the project. The analysis is an internal analysis to determine the top two or three sites prior to engaging the public. Consultant is in the process of developing conceptual plans for each site and order of magnitude construction costs. TTD will be applying for 5339 grant funds in the amount of \$6M to begin preferred alternative analysis and design upon completion of site feasibility analysis.
<i>Upcoming Milestones</i>	Deliver draft site analysis report – April 2024 Deliver Basis of Design report and Operational Analysis – March 2024
<i>Schedule Status</i>	On schedule for site scoping and feasibility analysis.

<i>Budget Status</i>	On budget and within appropriated grant funding for site scoping and feasibility analysis phase. Project does not have established funding for design, environmental, acquisition, or construction phases.
<i>Issues/Constraints</i>	1) Five-to-seven-year temporary site requirement until this project is funded and ready. Remain at current City site for the duration pending renewed lease agreement. 2) Large funding need of approximately \$100M

<b>Project: Update Short Range Transit Plan</b>	
<i>Description</i>	The Short-Range Transit Plan (SRTP) will guide the development of TTD’s goals, objectives, and policies for the next five years of transit service within the Lake Tahoe Region. The SRTP is developed within the context of the long-range transit plan, Linking Tahoe: Lake Tahoe Transit Master Plan (TMP), which is aimed at implementing a new vision for transit as “the vehicle for change in the Tahoe Region.”
<i>Status</i>	The SRTP is currently at midpoint. Stantec is waiting for TTD to provide further directions on how micro transit will be included. There is consensus that micro transit will replace moderately performing fixed route services, but details regarding the amount of service and the service area(s) remain undefined.
<i>Upcoming Milestones</i>	<b>Upon a determination, the next step is to begin the public process.</b>
<i>Schedule Status</i>	The initial contract term was for two years (March 2022 through March 2024). Stantec has been notified that TTD is exercising the single option year, extending the contract through March 2025.
<i>Budget Status</i>	On budget and within appropriated grant funding for this phase.
<i>Issues/Constraints</i>	1) The critical path is finding consensus on an approach to micro transit scope and deployment.

Also of interest to the Douglas County Board of Commissioners and residents, comments from their January 2024 meeting.

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**V. COMMITTEE MEMBER REQUESTS AND COMMENTS**

Mr. Chapman commented they are withdrawing their support to plow the Tahoe East Shore parking lots this winter due to onerous requirements from Washoe County and/or Corridor Management team.

Mr. Suarez asked about developing a regional transit five to ten year media advertising strategy to generate revenue.

Mr. Speal shared his experience trying to take transit to the meeting today, mentioning that Route 50 stops at the Gondola and the sidewalks were not plowed, Lake Link had a 95 minute wait for a ride from the Gondola to the meeting, and thanked Mr. Friedrich for giving him a ride to the meeting.



From the March 2024 meeting packet

I am requesting that the Tahoe Transportation District (TTD) provide an update to the Douglas County Board of County Commissioners (probably all local jurisdictions should be updated by TTD) on Tahoe Regional Planning Agency 2024 Active Transportation Plan and any other near-term future plans that affect Douglas County (all counties) **before any recommendations go to the Tahoe Regional Planning Agency** to ensure our Douglas County Board and residents (all basin-wide residents) are made aware of possible funding expectations from Douglas County (all-counties).

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MEMORANDUM

Date: February 28, 2024

To: Tahoe Transportation District Program Implementation Committee Acting as the Tahoe Transportation Commission

From: TRPA Staff

Subject: Conduct a Public Hearing and Recommend Approval of the Tahoe Regional Planning Agency's 2024 Active Transportation Plan to the Tahoe Metropolitan Planning Organization Governing Board

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Action Requested:

It is requested the Program Implementation Committee (PIC) acting as the Tahoe Transportation Commission (TTC) conduct a public hearing, provide comments on the Tahoe Regional Planning Agency (TRPA) 2024 Active Transportation Plan (ATP, the plan), and recommend approval to the Tahoe Metropolitan Planning Organization (TMPO) Governing Board.

Project Description/Background:

TRPA, as the federally designated Metropolitan Planning Organization, is committed to keeping the ATP current to ensure the document supports the planning and funding needs of the region. The last update to the plan was in 2018 with the TRPA Governing Board adoption of only technical amendments. The draft 2024 ATP includes major and minor changes to new facilities, updating of best practices, and research methods that have occurred since the previous update, comprehensive data analysis, and environmental screening. Updates include Existing Conditions and Needs Analysis, Network Recommendations, Implementation Plan, and Priority Project list.

In addition, staff introduces two new ATP components: a "Bicycle Level of Traffic Stress/Pedestrian Experience Index" (BLTS/PEI) and California designated "Class IV" bicycle facilities. Class IV facilities are dedicated bicycle lanes that are physically separated from traffic by a vertical element. This could be flexposts, bollards, curbs, or a row of parked cars that separate the bicyclists from the auto travel lanes. BLST/PEI analyses are modern active transportation planning tools to help identify high-stress roadways, while proposing a standard list of stress-reducing infrastructure that are designed to encourage people to ride, roll or walk on a low(er)-stress network because they may no longer feel it is too unsafe or stressful. Not only are these analyses important for various planning purposes, they also serve to make Tahoe's local agencies more competitive in regional, state and federal grant applications by identifying needs and recommendations on how to make Tahoe's active transportation network more equitable, accessible, and interconnected. The following is synopsis of each chapter within the draft plan:

**Chapter 1: Introduction**

A brief overview of the 2024 Active Transportation Plan update, highlighting key themes, plan organization, public outreach, local agency roles and responsibilities, as well as a brief explanation of Tahoe’s regional land use.

**Chapter 2: Existing Conditions and Needs Analysis**

A fully updated needs assessment is a part of this update as well as new data, maps, figures, and tables. This chapter introduces the Bicycle Levels of Traffic Stress and Pedestrian Experience Index analyses, current challenges and solutions to safety, connectivity, implementation, and maintenance issues.

**Chapter 3: Goals, Policies, & Performance Measures**

A brief overview of the future of active transportation in the Tahoe Basin, and how those performance metrics support specific direction on how the TRPA, as the TMPO and its partnering agencies, organizations, and private entities can work together to improve active transportation and increase its use. This chapter is helpful for agencies to align regional goals with local project development.

**Chapter 4: Network Recommendations**

Each corridor map has been updated to illustrate existing conditions and highlight projects nearing implementation. Since the 2018 ATP adoption, new data analyses are available that enrich the existing and proposed infrastructure maps and project lists. This includes existing and proposed bicycle parking locations. Specifically, each corridor section now includes:

- New maps highlighting network recommendations
- A map of the existing and proposed bicycle and pedestrian infrastructure network (shared-use paths, sidewalks, bike lanes, bike routes, and bicycle parking)
- An updated map of the corridor crash analysis
- An updated priority project list

**Chapter 5: Programs**

An update on regional active transportation programs, such as Bike Month activities, Safe Routes to School, education, and awareness campaigns.

**Chapter 6: Implementation Plan**

This chapter provides a detailed outlook on how TRPA can best support implementation of our region’s priority projects.

Outreach:

The current ATP update included engaging our regional partners, residents, and visitors around the region either in-person or via our Transportation Safety Survey, to understand how stakeholders feel about the current active transportation network in Tahoe and what could be better. Staff have attended various events in both the North and South Shores of Lake Tahoe including Farmer’s Markets, the Family Resource Center, the Sierra Community House, multiple Bike Kitchen events, Earth Day events, among

RM/ja

Agenda Item: IV.A.

**CAPITAL PROGRAM**

**PROJECTS UPDATE – March 2024**

This document serves to provide brief project updates to the Program Implementation Committee for purposes of understanding current project status, upcoming milestones, schedule, and any issues or constraints affecting the project. This document is for informational purposes only

**US50 Corridor Projects – Nevada/California**

<b>Project:</b>	<b>US50/ South Shore Community Revitalization Project</b>
<b>Description</b>	The project will make improvements to the US 50 corridor in the south Stateline area of Lake Tahoe by adding multi-use paths, sidewalks, pedestrian overcrossing, and a roundabout at US50 and Lake Parkway intersection. The primary goal is to improve mobility, while balancing transportation needs with community goals of economic vitality and environmental preservation.
<b>Status</b>	TTD project team have drafted concept plans for the corridor. The concept was shared with Harvey's/Harrah's senior staff, the City of South Lake Tahoe, NDOT and TRPA for preliminary scoping. Conceptually, NDOT is ok with center barrier design and a roundabout at Lake Parkway/50. TRPA mentioned that further design should show both the roundabout and a signalized intersection as alternatives.
<b>Upcoming Milestones</b>	Engage Caltrans – March 2024 Begin draft Parking Management Plan – April 2024 Begin formal design (preliminary linework) – April 2024 Begin planning for Environmental Document amendment – April 2024
<b>Schedule Status</b>	Delayed. TTD will request a revised and updated overall project schedule from the consultant. TTD will provide to the PIC at a future date.
<b>Budget Status</b>	On budget and contained within budget appropriation
<b>Issues/Constraints</b>	1) Design grant expiration (STPLN-6478(005) June 2024. TTD has requested an extension and will know the status by April 2024. 2) Environmental document update.

**Mobility Hub Projects**

<b>Project:</b>	<b>Incline Village Mobility Hub</b>
<b>Description</b>	Project addresses SR28 Corridor Management Plan, Washoe County Tahoe Transportation Plan and Transit Master Plan to construct a mobility hub within the Incline Village limits. Project would provide mobility hub facilities, parking, and multi-modal appurtenances.
<b>Status</b>	This project has been stalled a bit while the TTD team focuses on developing site specific concept plans and plans for increased public outreach. Staff expects draft site feasibility report to be completed April 2024. Staff will be meeting with FTA staff in March to discuss disposition options for the OES parcel.
<b>Upcoming Milestones</b>	Draft Report – March 2024 Public Outreach Plan and Public Meetings – May 2024
<b>Schedule Status</b>	Delayed
<b>Budget Status</b>	On budget and within grant appropriation limits for conceptual site feasibility analysis. Grant expires June 2024
<b>Issues/Constraints</b>	1) Community response. 2) Limited alternatives for sites.  3) Risk concerns with existing OES facility. 4) Expiration of temporary East Shore Express (ESE) TRPA permit requiring TTD to explore other alternatives for ESE parking and operation for summer 2024.

<b>Project:</b>	<b>Spooner Summit AIS/ Mobility Hub</b>
<b>Description</b>	The project includes design and construction of a transit mobility hub with 250 parking spaces and restroom(s), an aquatic invasive species inspection station, 0.5 miles of multi-use path and a pedestrian crossing from Spooner State Park to the junction of SR28 and US50 adjacent to transit mobility hub.
<b>Status</b>	TTD awarded contract to Wood Rodgers at the February 7 Board Meeting for the coordinated design services for the vertical elements of the project. TTD/TRPA/NDOT and USFS have begun design meetings. TTD is leading coordinated efforts for post construction O&M planning as well as efforts for the USFS special use permit.
<b>Upcoming Milestones</b>	Draft project concepts – April 2024 Draft O&M partnership responsibilities – June 2024 Special Use Permit submittal – June 2024
<b>Schedule Status</b>	On schedule
<b>Budget Status</b>	On budget and contained within funding appropriation
<b>Issues/Constraints</b>	1) Post construction O&M agency responsibilities need to be determined as a separate parallel process. 2) USFS prefers single entity party responsible for O&M 3) Type of permit not yet determined, i.e., Grainger-Thy with USFS 4) Pedestrian crossing (SR28) from this project to Spooner State Park 5) Parking Management fee structure relating to transit users

**Facilities Projects**

<b>Project: Maintenance and Administration Facility</b>	
<i>Description</i>	This project is for the acquisition, environmental, design, and construction of a new all-weather maintenance and administration facility (MAF) to service 75 buses at full capacity. The MAF is envisioned to house the buses indoors and includes an automated vehicle wash, fuel islands, electric charging infrastructure, repair bays, paint/decal bays, fabrication shop, operations center, administrative offices, dispatch center, training facilities, meeting space, and storage areas.
<i>Status</i>	This project is in the preliminary planning phase. Consultant and TTD are evaluating eight parcels for possible consideration for siting the project. The analysis is an internal analysis to determine the top two or three sites prior to engaging the public. Consultant is in the process of developing conceptual plans for each site and order of magnitude construction costs. TTD will be applying for 5339 grant funds in the amount of \$6M to begin preferred alternative analysis and design upon completion of site feasibility analysis.
<i>Upcoming Milestones</i>	Deliver draft site analysis report – April 2024 Deliver Basis of Design report and Operational Analysis – March 2024
<i>Schedule Status</i>	On schedule for site scoping and feasibility analysis.

ATTACHMENT A

<i>Budget Status</i>	On budget and within appropriated grant funding for site scoping and feasibility analysis phase. Project does not have established funding for design, environmental, acquisition, or construction phases.
<i>Issues/Constraints</i>	1) Five-to-seven-year temporary site requirement until this project is funded and ready. Remain at current City site for the duration pending renewed lease agreement. 2) Large funding need of approximately \$100M

**From:** [Durian Pingree](#)  
**To:** [Judi Allen](#)  
**Subject:** Tahoe Transportation District Program Implementation Committee Meeting March 6 2024 Agenda Item VI.B  
Public Comment  
**Date:** Tuesday, March 5, 2024 1:23:02 PM

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SUBJECT: TO THE TTD BOARD:

Thank you for eliminating the Old Incline Elementary School (OES) from consideration as a mobility hub in Incline Village.

Like 99% of all Incline residents, I remain opposed to locating a mobility hub (and parking lot) on the OES parcel.

I appreciate you working with the FTA to dispose of the OES property as a potential mobility hub site.

Durian Pingree  
818 Toni Ct.  
Incline Village, NV. 89451  
(775) 721-7043  
[dupingree@gmail.com](mailto:dupingree@gmail.com)

**From:** [Jill](#)  
**To:** [Judi Allen](#)  
**Subject:** Tahoe Transportation District Program Implementation Committee Meeting March 6 2024 Agenda Item VI.B  
Public Comment  
**Date:** Tuesday, March 5, 2024 1:24:14 PM

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SUBJECT: TO THE TTD BOARD:

Thank you for eliminating the Old Incline Elementary School (OES) from consideration as a mobility hub in Incline Village.

Like 99% of all Incline residents, I remain opposed to locating a mobility hub (and parking lot) on the OES parcel.

I appreciate you working with the FTA to dispose of the OES property as a potential mobility hub site.

Jill Brandin

818 Toni Ct.  
Incline Village, NV 89451

**From:** [jacquie chandler](#)  
**To:** [Judi Allen](#)  
**Subject:** Tahoe Transportation District Program Implementation Committee Meeting March 6 2024 Agenda Item VI.B Public Comment TO THE TTD BOARD: Thank you for eliminating the Old Incline Elementary School (OES) from consideration as a mobility hub in Incline Vill...  
**Date:** Tuesday, March 5, 2024 1:31:41 PM

---

(Hi Judy)

DEAR TTD BOARD:

Thank you for eliminating the Old Incline Elementary School (OES) from consideration as a mobility hub in Incline Village. Like 99% of all Incline residents, I remain opposed to locating a mobility hub (and parking lot) on the OES parcel. The goal is to keep visitors off Hwy 28 as much as possible and providing a parking lot in Incline is not achieving those goals.

**Good choices for Mobility Hubs :**

- Spooner and Hwy 50
- Carson base Hwy 50 and 395
- NV State Chimney Beach parking lot
- Hwy 431 at Galena

**Remember TRPA Pathways 2007? "Free, Frequent and Fun Transit that circles the Lake with wait times under 15 minutes"**. Once the transit is at this level, TDD mobility goals will have momentum!

I appreciate you working with the FTA to dispose of the OES property as a potential mobility hub site. There is already a bus station there, which is great for locals, workers and visitors lodging in the area.

You must realize the main visitor stop in Incline is **Tunnel Creek / East Shore Trail**. So the sooner the transit is moving along Hwy 28 from KB to Tunnel, Chimney, Spooner, Stateline and back...the faster you will meet your goals!

The only obvious Incline Mobility Hub Station (where millions of visitors are going) is...Tunnel Creek BUT that would still pack Hwy 28 with cars along the east shore (where sirens now scream every summer day).

Yes, we have a traffic problem and transit challenge, but bringing more cars into Incline or any basin community does not get TDD to the goal. Park where you are staying and ride transit - DOES!

*in service to a Transit Safe Tahoe,*

*Jacquie*

Jacquie Chandler, 25 yr Incline resident and Lake water clarity advocate

[Does Nature need a Break?](#)

PO 3206, Incline Village, NV 89450  
775 413-9211  
[www.sustaintahoe.org](http://www.sustaintahoe.org)

**From:** [jacquie.chandler](#)  
**To:** [Judi Allen](#)  
**Cc:** [Hill, Alexis](#)  
**Subject:** RE: Tahoe Transportation District Program Implementation Committee Meeting March 6 2024 Agenda Item VI.B  
Public Comment  
**Date:** Tuesday, March 5, 2024 1:42:34 PM

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DEAR TTD,

Another thought on the OES

What if you were to use the Federally allocated funds to develop the site into bus-driver housing and then store buses there that went around the Lake.

This way, your staff is onsite and ready to roll. The public could not park there, but a nice bike/bus shelter could be included at the entrance for transit riders. Maybe even a TTD office and transit training center. What you dont have is the Public Parking feature - which would only increase traffic.

This way if the funds are Incline only based, you solve 2 or 3 problems - bus storage and staff housing! And by adding the housing for staff - Incline residents might just get excited and then think how many people would line up to be bus drivers.

*What do you think?*

Jacquie Chandler  
Executive Director  
[Does Nature need a Break?](#)

PO 3206, Incline Village, NV 89450  
775 413-9211  
[www.sustaintahoe.org](http://www.sustaintahoe.org)



[Sing with Nature book and tv series](#)

*...Walk Softly...Respect Wildlife...Share Gratitude*



**From:** [Judith Simon](#)  
**To:** [Judi Allen](#)  
**Subject:** Tahoe Transportation District Program Implementation Committee Mtg March 6 2024 Agenda VI.B Public Comment  
**Date:** Tuesday, March 5, 2024 1:45:25 PM

---

TO THE TTD BOARD:

Thank you for eliminating the Old Incline Elementary School (OES) from consideration as a mobility hub in Incline Village.

Like 99% of all Incline residents, I remain opposed to locating a mobility hub (and parking lot) on the OES parcel.

I appreciate you working with the FTA to dispose of the OES property as a potential mobility hub site.

SIGNED: Judith Michaels Simon

Crystal Bay Resident

**From:** [Aaron](#)  
**To:** [Judi Allen](#)  
**Subject:** Agenda Item V1.B  
**Date:** Tuesday, March 5, 2024 7:16:15 AM

---

Hello,

Please accept comment for Agenda Item V1.B on Wednesday's meeting.

Myself and the community has OVERWHELMINGLY opposed and had problems with Tahoe Transportation Districts (TTD) purchase, temporary use and pursuit of the Old Elementary School (OES) site on Southwood BLVD. There is overwhelming verbal, written and workshop public comment on record going back years. To date, I believe out of hundreds of people opposed, there has only been one person in support.

Don't dump problems created via the poorly planned East Shore Trail onto the lowest income neighborhood there by creating even more problems. As pointed out in comprehensive public comment, a mobility hub at the site of the OES will not help anyone. If one wants even MORE evidence of this poor location, one need only drive down Oriole Way and Southwood this week during and after the latest blizzard and witness the vehicular problems everywhere. I urge the Federal Transit Administration to force TTD to sell this property! A recession is coming if not already here. TTD can use this money in the future to buy a better location.

Aaron Vanderpool  
806 Oriole Way, Incline Village, NV

**From:** [Barbara Hall](#)  
**To:** [Judi Allen](#)  
**Subject:** Tahoe Transportation District Program  
**Date:** Tuesday, March 5, 2024 2:03:07 PM

---

## TO THE TTD BOARD

Thank you for eliminating the old incline Elementart School from consideration  
As a mobility human in Incline Village.

Like 99% of Incline residents, I remain opposed to locating a mobility hub (and parking lot)  
on the OES) parcel.

I appreciate you working with the FTA to dispose of the OES property as a potential mobility  
hub site.

Regards,

Barbara R. Hall  
Incline Village Resident

**From:** [Alec F](#)  
**To:** [Judi Allen](#)  
**Subject:** Tahoe Transportation District Program Implementation Committee Meeting March 6 2024 Agenda Item VI.B  
Public Comment  
**Date:** Tuesday, March 5, 2024 2:23:46 PM

---

TO THE TTD BOARD:

Thank you for eliminating the Old Incline Elementary School (OES) from consideration as a mobility hub in Incline Village.

Like 99% of all Incline residents, I remain opposed to locating a mobility hub (and parking lot) on the OES parcel.

I appreciate you working with the FTA to dispose of the OES property as a potential mobility hub site.

SIGNED:

Alec Flores

Incline Village Resident

\_\_\_\_\_  
Thank you,

**Alec F**

**CONFIDENTIALITY NOTICE:** This email message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure, or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message. If you received this email in error or are not the intended recipient, please notify the sender immediately and delete this email from your system.

**From:** [Myles Riner](#)  
**To:** [Judi Allen](#)  
**Subject:** Mobility Hub in Incline  
**Date:** Tuesday, March 5, 2024 2:45:04 PM

---

TO: [jallen@tahoetransportation.org](mailto:jallen@tahoetransportation.org).

SUBJECT: Tahoe Transportation District Program Implementation Committee Meeting March 6  
2024 Agenda Item VI.B Public Comment

TO THE TTD BOARD:

Thank you for eliminating the Old Incline Elementary School (OES) from consideration as a mobility hub in Incline Village.

Like 99% of all Incline residents, I remain opposed to locating a mobility hub (and parking lot) on the OES parcel.

I appreciate you working with the FTA to dispose of the OES property as a potential mobility hub site.

SIGNED:

R Myles Riner MD

Incline Village Resident

**From:** [kathie.julian](#)  
**To:** [Judi.Allen](#)  
**Subject:** No to Mobility Hub at OES Site TTD Program Implementation Committee Meeting Mar 6 - Agenda Item VI.B  
Public Comment  
**Date:** Tuesday, March 5, 2024 2:46:52 PM

---

TO THE TTD BOARD:

Thank you for eliminating the Old Incline Elementary School (OES) from consideration as a mobility hub in Incline Village.

Like most of all Incline residents, I remain opposed to locating a mobility hub (and parking lot) on the OES parcel.

I appreciate you working with the FTA to dispose of the OES property as a potential mobility hub site.

Kathie Julian- Incline Resident

PO Box 5477  
Incline Village, Nevada 89450

**From:** [Ramona Lestak](#)  
**To:** [Judi Allen](#)  
**Subject:** Tahoe Transportation District Program Implementation Committee Meeting March 6 2024 Agenda Item VI.B  
Public Comment  
**Date:** Tuesday, March 5, 2024 2:47:47 PM

---

**SUBJECT:** Tahoe Transportation District Program Implementation Committee Meeting March 6 2024 Agenda Item VI.B Public Comment

**TO THE TTD BOARD:**

Thank you for eliminating the Old Incline Elementary School (OES) from consideration as a mobility hub in Incline Village.

Like 99% of all Incline residents, I remain opposed to locating a mobility hub (and parking lot) on the OES parcel.

I appreciate you working with the FTA to dispose of the OES property as a potential mobility hub site.

**SIGNED:**

Ramona Lestak

Incline Village Resident

**From:** [tahoemz](#)  
**To:** [Judi Allen](#)  
**Subject:** OES  
**Date:** Tuesday, March 5, 2024 2:54:42 PM

---

SUBJECT: Tahoe Transportation District Program Implementation Committee Meeting March 6 2024 Agenda Item VI.B Public Comment

TO THE TTD BOARD:

Thank you for eliminating the Old Incline Elementary School (OES) from consideration as a mobility hub in Incline Village.

Like 99% of all Incline residents, I remain opposed to locating a mobility hub (and parking lot) on the OES parcel.

I appreciate you working with the FTA to dispose of the OES property as a potential mobility hub site.

SIGNED:

Erin Connell

Incline Village Resident

Sent from my iPhone



**From:** [Nancy Porten](#)  
**To:** [Judi Allen](#)  
**Subject:** Tahoe Transportation District Program Implementation Committee Meeting March 6 2024 Agenda Item VI.B  
Public Comment  
**Date:** Tuesday, March 5, 2024 3:12:07 PM

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TO THE TTD BOARD:

Thank you for eliminating the Old Incline Elementary School (OES) from consideration as a mobility hub in Incline Village.

Like 99% of all Incline residents, I remain opposed to locating a mobility hub (and parking lot) on the OES parcel.

I appreciate you working with the FTA to dispose of the OES property as a potential mobility hub site.

SIGNED:

Nancy Porten

Incline Village Resident

**From:** [rondatycer@aol.com](mailto:rondatycer@aol.com)  
**To:** [Judi Allen](#)  
**Subject:** Item VI.B - Suggestions for a Mobility Hub in Incline Village  
**Date:** Tuesday, March 5, 2024 3:39:25 PM  
**Attachments:** [Parking map.doc](#)

---

**TO: THE TTD GOVERNING BOARD and PROGRAM IMPLEMENTATION BOARD:**

My name is Ronda Tycer. I have been a full time resident of Incline Village the past 34 years.

**I would like to encourage the TTD Board to work with the University of Nevada Reno at Lake Tahoe** to create the necessary parking for TTD buses and shuttles to ferry tourists to the East Shore attractions, thereby alleviating the parking and safety hazards along State Route 28.

The benefits of a parking facility at the UNR campus in incline Village are multiple.

**First**, it would be the least expensive for TTD because the parking lots already exist. As you can see from the map attached, the campus already has multiple parking lots, one or more of which could easily be co-managed by TTD. TTD's original Incline mobility hub proposal was to build a lot with 175 spaces. Just one of the college lots holds 311 parking spaces (see campus map attached).

**Second**, the college lots are fullest during the regular fall and winter terms. They are least crowded during the summer except for special events. TTD is looking for tourist car accommodations primarily in the summer, with relatively reduced need in the off seasons and winter.

Admittedly TTD may be required to limit parking at times when UNR has guest speakers or campus programs needing all of their parking spaces. But these are usually in the afternoon or evening whereas most tourists want to enjoy East Slope attractions during morning and afternoons.

TTD could develop a mobile application that tells tourists when the lot is open and how many spaces are available. (Perhaps a few students from the college could be hired to develop the app. ;^)

TTD would need to work out a user agreement with UNR that compensates the college for the infrastructure use. User fees for parking and transit (including microtransit) *should be charged* and used to offset the costs (perhaps free to students and faculty).

-- **Third**, and importantly, many in the IV community would support the campus hub location over a mobility hub at the Old Incline Elementary School, which is one of the worst possible locations for such a hub.

The **advantages** to such an arrangement are immediate and obvious.

- No down time to get approvals and construct a parking facility
- A bus service where it is most likely to be used by tourists and students who don't have cars
- A parking facility that is close to East Shore attractions so buses do not run the gauntlet of parking lights through the center of Incline Village and instead make relatively quick round trips from the college to Diamond Peak and various East Shore attractions including Sand Harbor, the East Shore Trail, Tunnel Creek, and the Thunderbird Lodge.

The **disadvantages** to a mobility hub at the college are not insignificant.

-- The college will charge and it will have constraints. [The contract could be nonbinding and can be cancelled by either TTD or the college.]

-- The major public backlash will be twofold:

1- that tourist cars are funneled into Incline Village which has only one major 2-lane street (Hwy 28 and one minor 2-lane street Lakeshore Blvd), which will be clogged with tourist cars, making local traffic congested and any emergency evacuation difficult.

2- spillover parking *will* occur in the residential areas next to the college. This could be controlled with year-round enforcement including warning signage and ID parking tags for IV residents' cars with stiff penalty fines for all others parking on 'tagged' residential streets.

## IN CONCLUSION

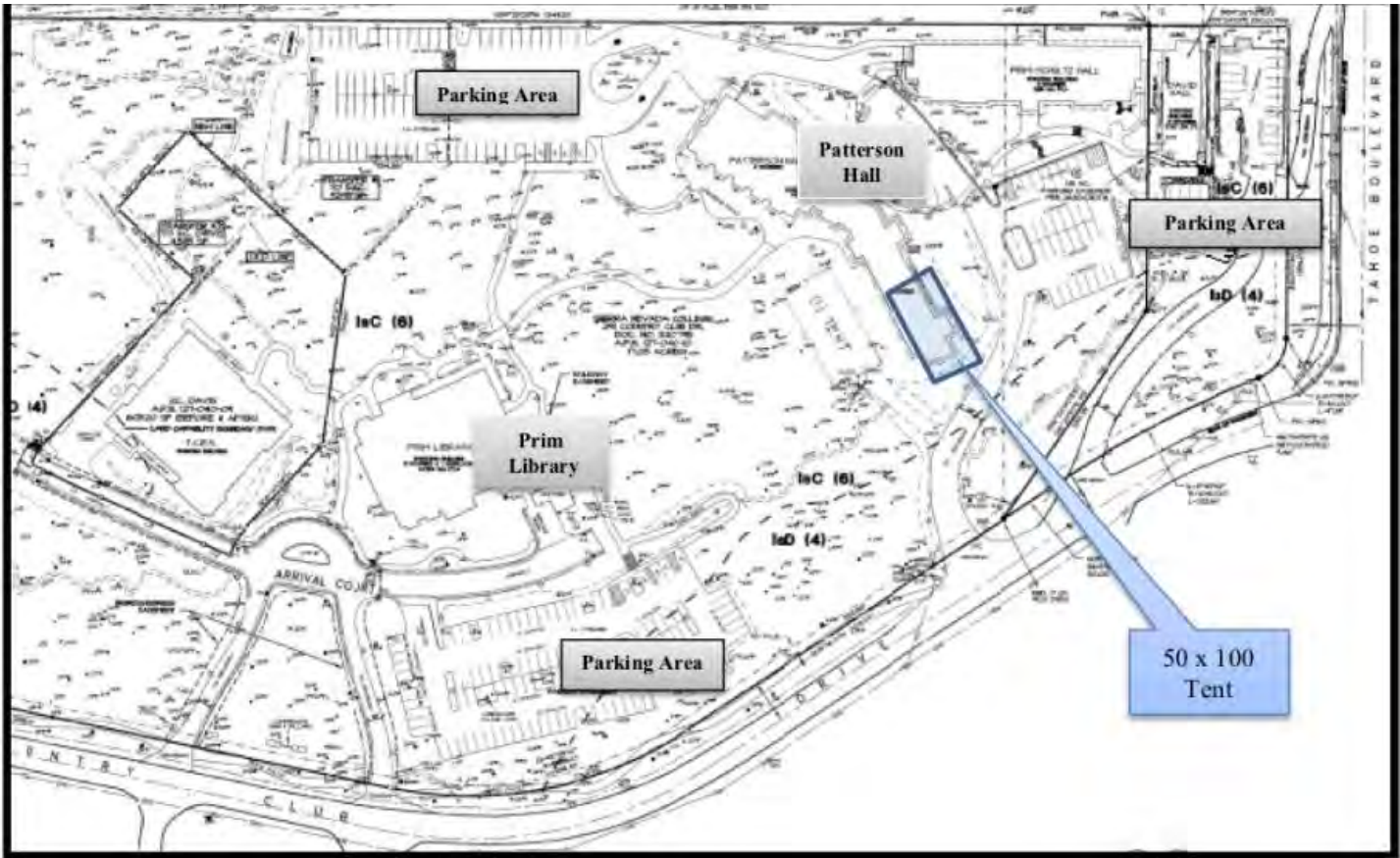
In my opinion, the **best possible location for an Incline mobility hub remains at the Washoe County facility on Highway 431, which now holds the Sheriff Office and Roads Department equipment yard.** It too already has a parking lot that could be expanded (built for 2 or more stories and deepened underground), and is at the convenient juncture of Hwy 28 and 431. With this easier access tourist cars and RTC buses from the Reno area will not need to traverse the length of Incline Village to get to the East Shore attractions. It would be more expensive but could pay for itself with transit and parking fees. From the north, California tourists could enter via 267 to 28 to 431. From the south, Carson and California tourists could enter via 50 and park at the Spooner hub.

Perhaps a temporary contract could be made with UNR for use of one of their lots on a part-time basis while the Washoe County facility on Highway 431 is reconstructed as a more permanent Incline mobility hub.

And perhaps TTD could trade the Old Elementary School parcel for a portion of the Washoe County parcel.

**Thank you for considering my comments.**

Ronda Tycer, PhD



**From:** [Doug Graham](#)  
**To:** [Judi Allen](#)  
**Subject:** Fwd: Just Sign Name and Forward to TTD Today by 4 pm!  
**Date:** Wednesday, March 6, 2024 10:41:58 AM

---

----- Forwarded message -----

From: [rondatycer@aol.com](mailto:rondatycer@aol.com) <[rondatycer@aol.com](mailto:rondatycer@aol.com)>  
Date: Tue, Mar 5, 2024 at 9:59 AM  
Subject: Just Sign Name and Forward to TTD Today by 4 pm!  
To: Ronda Tycer <[rondatycer@aol.com](mailto:rondatycer@aol.com)>

TO: [jallen@tahoetransportation.org](mailto:jallen@tahoetransportation.org).

SUBJECT: Tahoe Transportation District Program Implementation Committee Meeting March 6 2024  
Agenda Item VI.B Public Comment

TO THE TTD BOARD:

Thank you for eliminating the Old Incline Elementary School (OES) from consideration as a mobility hub in Incline Village.

Like 99% of all Incline residents, I remain opposed to locating a mobility hub (and parking lot) on the OES parcel.

I appreciate you working with the FTA to dispose of the OES property as a potential mobility hub site.

SIGNED:

Doug Graham

Incline Village Full Time Resident

**From:** [Neil Commerford](#)  
**To:** [Judi Allen](#)  
**Subject:** Fw: Just Sign Name and Forward to TTD Today by 4 pm!  
**Date:** Wednesday, March 6, 2024 11:21:02 AM

---

[Sent from the all new AOL app for iOS](#)

Begin forwarded message:

On Tuesday, March 5, 2024, 9:59 AM, [rondatycer@aol.com](mailto:rondatycer@aol.com) <[rondatycer@aol.com](mailto:rondatycer@aol.com)> wrote:

TO: [jallen@tahoetransportation.org](mailto:jallen@tahoetransportation.org).

SUBJECT: Tahoe Transportation District Program Implementation  
Committee Meeting March 6 2024 Agenda Item VI.B Public Comment

TO THE TTD BOARD:

Thank you for eliminating the Old Incline Elementary School (OES) from consideration as a mobility hub in Incline Village.

Like 99% of all Incline residents, I remain opposed to locating a mobility hub (and parking lot) on the OES parcel.

I appreciate you working with the FTA to dispose of the OES property as a potential mobility hub site.

SIGNED: Neil Commerford

391, 1st Green Dr. Incline Village

Tel. 8054022821

[Your name]

Incline Village Resident

**From:** [Carole K. Anderson](#)  
**To:** [Judi Allen](#)  
**Subject:** SUBJECT: Tahoe Transportation District Program Implementation Committee Meeting March 6 2024 Agenda Item VI.B Public Comment  
**Date:** Wednesday, March 6, 2024 12:07:00 PM

---

TO THE TTD BOARD:

Thank you for eliminating the Old Incline Elementary School (OES) from consideration as a mobility hub in Incline Village.

Like 99% of all Incline residents, I remain opposed to locating a mobility hub (and parking lot) on the OES parcel.

I appreciate you working with the FTA to dispose of the OES property as a potential mobility hub site.

SIGNED:

Carole Anderson

Incline Village Resident.

**From:** [David Henzl](#)  
**To:** [Judi Allen](#)  
**Cc:** [David Henzl](#)  
**Subject:** Tahoe Transportation District Program Implementation Committee Meeting March 6 2024 Agenda Item VI.B  
Public Comment  
**Date:** Wednesday, March 6, 2024 3:17:47 PM

---

TO THE TTD BOARD:

Thank you for eliminating the Old Incline Elementary School (OES) from consideration as a mobility hub in Incline Village.

Like 99% of all Incline residents, I remain opposed to locating a mobility hub (and parking lot) on the OES parcel.

I appreciate you working with the FTA to dispose of the OES property as a potential mobility hub site.

SIGNED:

***David Henzl***

Incline Village Resident



MEMORANDUM

Date: May 30, 2024

To: Tahoe Transportation District (TTD) Program Implementation Committee

From: Jim Marino, Deputy District Manager

Subject: Informational Update on Tahoe Transportation District Active Capital Improvement Program Projects

---

**Action Requested:**

It is requested that Committee members review the Project Update Table (Attachment A) regarding TTD's Capital Improvement Program (CIP) Active Projects. No action is requested, but Staff welcomes any feedback at the contact information below.

**Fiscal Analysis:**

All expenditures associated with these items for the fiscal year are in the approved FY24 budget.

**Work Program Impact:**

All work associated with these efforts is captured under respective elements of the approved FY24 Work Program and will be included in the FY25 Work Program, with corresponding allotted staff time under respective projects. Time associated with developing project funding opportunities is captured to the extent feasible within limited General Funds. Projects align with Strategic Goal SG-3 Increase the connectivity and reliability of a regional multi-modal transit system around the Basin, which includes micro-transit and other support components; and SG-4 Effectively deliver TTD operations and implement the Regional Transportation Plan by actively seeking sustainable funding resources for capital projects, staff, operations, and planning.

**Background:**

TTD has a multitude of active projects within the current work program across several functional areas. Transit Hub Projects (Incline Village Mobility Hub, Spooner Mobility Hub/AIS), Corridor Projects (NV SR28, US 50), Facilities Projects (Maintenance and Administration Facility), and Intelligent Transportation Projects (SMART Grant).

Each project has been funded in whole or partly with a variety of federal, state, local, and private funds. They are highlighted in this report for the purpose of providing a general overview and status of the program and to provide consistent updates to the Committee, including upcoming funding opportunities for relevant projects.

**Discussion:**

The Project Update Table reports the status of major active projects led by TTD. For the purposes of this report, active projects are defined as projects that have been funded in part or whole and are moving forward in phase (Planning, Design, Construction).

The table provides basic project status update information and staff encourages discussion should Committee members have questions. The table will be updated and provided to the Committee at each meeting.

Pertinent to this Committee capital update is a request from the Washoe County Citizen's Advisory Board to present an update for the Incline Village Mobility Hub Project on June 24, 2024. Staff will present several project slides to the Committee detailing current status, some site-specific planning concepts, and next steps for the project.

**Additional Information:**

If you have any questions or comments regarding this item, please contact Jim Marino at (775) 589-5500 x 512 or [jmarino@tahoetransportation.org](mailto:jmarino@tahoetransportation.org)

**Attachments:**

- A. Project Update Table
- B. IVMH Project Update Slides



**TAHOE TRANSPORTATION DISTRICT**

**CAPITAL PROGRAM**

**PROJECTS UPDATE – JUNE 2024**

This report serves to provide brief project updates to the Program Implementation Committee for purposes of understanding current project status, upcoming milestones, schedule, and any issues or constraints affecting the project. This document is for informational purposes only.

**SR 28 Corridor Projects - Nevada**

**Project: North Trailhead Parking and Water Quality Project**

<i>Description</i>	The SR28 North Parking, Sidewalk, and Water Quality Improvements include environmental analysis, final design and construction of 30 plus parking spaces (depending on design) at Sweetwater Road, north of the existing Tahoe East Shore trailhead parking; a connecting pedestrian path from the new parking areas to the trailhead, four to six parking spaces at Rocky Point, two to three parking spaces for operational employee parking at the trailhead, address erosion and signage at Sunset Vista pullout, and water quality improvements within the existing NDOT Right of Way as part of the parking improvements.
<i>Status</i>	Project design is underway. Discussions with NDOT underway
<i>Upcoming Milestones</i>	<ul style="list-style-type: none"> <li>• Concept parking design alternatives to NDOT and Stakeholders – June 2024</li> <li>• FTIP amendment – add grant funding to project construction phase – June 2024</li> <li>• Preliminary construction estimates – July 2024</li> </ul>
<i>Schedule Status</i>	On schedule
<i>Budget Status</i>	On budget and within grant appropriation. TTD will be adding recently awarded grant funds from the Carbon Reduction Plan and Nevada TAP to construction phase funding via FTIP amendment and NDOT LPA amendment.
<i>Issues/Constraints</i>	<ol style="list-style-type: none"> <li>1) Extent of SEZ area south of Sweetwater Drive and impact on potential parking – possibly employee parking only.</li> <li>2) Any parking north of current parking will require a Categorical Exemption; parking to the south falls within project EA.</li> <li>3) Obtaining NDOT approval for paid parking and parallel parking in their ROW.</li> <li>4) Rocky Point parking will require neighborhood buy in.</li> <li>5) NDOT documentation shows the northern project limits terminate at Sweetwater Drive. We are looking to changing the limits to Country Club as originally envisioned.</li> </ol>

**Project: Central Corridor – Chimney Beach to Secret Harbor**

<i>Description</i>	The project includes design of transit, trail, and parking improvements at Chimney Beach (approximately 130 spaces) and Secret Harbor (approximately 120 spaces). Chimney Beach parking area may include a pedestrian actuated signalized crossing on SR 28, .9 miles of trail, a prefabricated bridge at Marlette Creek, and vista points. Transit pullouts at Thunderbird Lodge, Chimney Beach, and Secret Harbor and signage extension of the No Parking Zone from just north of the IVGID pump station to the chain control sign/pullout south of Secret Harbor are included.
--------------------	---

<i>Status</i>	Preliminary design is underway.
<i>Upcoming Milestones</i>	<ul style="list-style-type: none"> <li>• Confirmation with USFS for Secret Harbor South Parking Lot – June 2024</li> <li>• Preliminary design alternatives - July/August 2024</li> <li>• Value engineering bike trail to reduce costs – July/August 2024</li> <li>• Alternatives for SR28 pedestrian crossing – August 2024</li> </ul>
<i>Schedule Status</i>	On schedule
<i>Budget Status</i>	Funded for design. TTD will be adding recently awarded \$5M in Congressionally Directed Spending appropriation to the project construction phase via upcoming FTIP amendment and LPA amendment.
<i>Issues/Constraints</i>	<ol style="list-style-type: none"> <li>1) Ensuring close coordination with USFS on parking facility design at Chimney Beach and Secret Harbor (South Parking Lot)</li> <li>2) Ensuring transit stops are integrated into design</li> <li>3) Construction implementing agency will need to be defined</li> <li>4) Defining O&amp;M agency responsibility</li> </ol>
<b>Project:</b>	<b>Central Corridor – Sand Harbor to Thunderbird Cove</b>
<i>Description</i>	The project includes design and construction of 1.75 miles of multi-use path between Sand Harbor State Park and Thunderbird Cove, vista pullouts, and safety improvements.
<i>Status</i>	Staff have been working with NDOT to secure the LPA agreement to begin preliminary design of the project. In February 2024, Staff applied for 2024 RAISE Grant in the amount of \$25M to support final design and construction.
<i>Upcoming Milestones</i>	<ul style="list-style-type: none"> <li>• LPA agreement with NDOT to obligate design funding – June 2024</li> <li>• RFP for design services – July 2024</li> <li>• RAISE Grant determination – July 2024</li> <li>• Award design services – September 2024</li> </ul>
<i>Schedule Status</i>	Delays in receiving the NDOT Agreement has held up the release of the RFP for design services several months.
<i>Budget Status</i>	Design to 60% is funded in whole. The project is not funded for final design and construction. TTD will be applying for Federal Active Transportation Infrastructure Investment Program (ATIIP) grant funds in June 2024 for balance of construction funding need. TTD will seek CMAR or design/build delivery method.
<i>Issues/Constraints</i>	<ol style="list-style-type: none"> <li>1) RAISE grant (if awarded) in the amount of \$25M may not be sufficient to fully fund the project. Updated cost estimate places the project at roughly \$46M for 1.75 miles of trail. Staff intends to apply for \$15M +- in ATIIP funding to support gap in construction funding.</li> <li>2) Design will need to include creative alternatives to lessen project costs.</li> <li>3) Sand Harbor Park connection will need to be coordinated with the State Parks Master Planning process.</li> <li>4) Construction Implementation Agency will need to be determined (NDOT)</li> <li>5) O&amp;M responsibilities will need to be determined</li> </ol>

## SR89/SR28 Corridor Projects - California

### **Project: SR 89/Fanny Bridge Community Revitalization Project**

<i>Description</i>	The project includes replacing the signalized "we" intersection with a single lane roundabout and replacement of the Fanny Bridge with a new, single span bridge.
<i>Status</i>	This project is being led by the Central Federal Lands Highway Division. Project bids for the project were received in December by the Federal Lands Division. Bids received were twice as much as the Engineer's Estimate (\$25M vs. \$13M). FHWA entered negotiations with low bidder in February 2024 to lower costs and secure construction activities.
<i>Upcoming Milestones</i>	Construction- Summer 2024/2025 pending FHWA successful negotiations
<i>Schedule Status</i>	Delayed. It is unlikely FHWA will award a negotiated contract to the bidder. Negotiations have stalled according to Caltrans
<i>Budget Status</i>	TBD
<i>Issues/Constraints</i>	<ol style="list-style-type: none"> <li>1) FHWA negotiation with low bidder (Thompson Builders) may push the project to start in 2025, if negotiations are successful. If not, the project will need to be rebid.</li> <li>2) This project has been reduced to Fanny Bridge replacement only for this negotiation. The remainder of the project (final roundabout) will need to be re-bid.</li> </ol>

## US50 Corridor Projects – Nevada/California

### **Project: US50/ South Shore Community Revitalization Project**

<i>Description</i>	The project will make improvements to the US 50 corridor in the south Stateline area of Lake Tahoe by adding multi-use paths, sidewalks, pedestrian overcrossing, and a roundabout at US50 and Lake Parkway intersection. The primary goal is to improve mobility, while balancing transportation needs with community goals of economic vitality and environmental preservation.
<i>Status</i>	TTD project team have drafted concept plans for the corridor. The concept was shared with business representatives (STAR), the City of South Lake Tahoe, NDOT, Caltrans, and TRPA for preliminary scoping. Conceptually, NDOT is ok with center barrier design and a roundabout at Lake Parkway/50. TRPA mentioned that further design should show both the roundabout and a signalized intersection as alternatives with emphasis towards pedestrian crossing safety. Caltrans has reviewed the Stateline/Transit Way intersections and has requested updated traffic information.
<i>Upcoming Milestones</i>	<ul style="list-style-type: none"> <li>• Respond to Caltrans – US50/Stateline/Transit Way intersections – June 2024</li> <li>• Roundabout pedestrian crossing analysis – June 2024</li> <li>• Begin formal design (preliminary linework) – July 2024, pending DOT concept approval</li> <li>• Begin planning for environmental document amendment – July 2024</li> <li>• Present project to City of South Lake Tahoe City Council- TBD</li> </ul>
<i>Schedule Status</i>	Delayed. TTD will request a revised and updated overall project schedule from the consultant.
<i>Budget Status</i>	On budget and contained within budget appropriation for design phase

<i>Issues/Constraints</i>	<ol style="list-style-type: none"> <li>1) Design grant expiration (STPLN-6478(005)) June 2024. Extension approved March 2024.</li> <li>2) Environmental document update.</li> <li>3) Caltrans response US/50 Transit Way intersection</li> </ol>
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## Mobility Hub Projects

### **Project: Incline Village Mobility Hub**

<i>Description</i>	Project addresses SR28 Corridor Management Plan, Washoe County Tahoe Transportation Plan, Washoe County Tahoe Area Plan and Linking Tahoe Transit Master Plan to construct a mobility hub within the Incline Village limits. Project would provide mobility hub facilities, parking, and multi-modal appurtenances.
<i>Status</i>	This project has been delayed while the TTD team focuses on feasibility analysis. Staff expects draft site feasibility report to be completed May 2024. Staff have met with FTA to discuss uses for the property at 771 Southwood, including possible multi-benefit projects such as workforce housing and/or civic facilities with a transportation element. TTD staff are preparing an RFP for hazardous materials survey and assessment and demolition plan for the 771 Southwood facility for purposes of site safety and risk mitigation.
<i>Upcoming Milestones</i>	<ul style="list-style-type: none"> <li>• Draft report – May 2024</li> <li>• Close preliminary study grant – June 2024</li> <li>• Release RFP for hazardous materials survey and assessment and demolition plan – July 2024</li> </ul>
<i>Schedule Status</i>	Delayed
<i>Budget Status</i>	On budget and within grant appropriation limits for conceptual site feasibility analysis. Grant expires June 2024
<i>Issues/Constraints</i>	<ol style="list-style-type: none"> <li>1) Community response.</li> <li>2) Limited alternatives for sites.</li> <li>3) Risk concerns with existing OES facility.</li> </ol>

### **Project: Spooner Summit AIS/ Mobility Hub**

<i>Description</i>	The project includes design and construction of a transit mobility hub with roughly 250 parking spaces and restroom(s), permanent aquatic invasive species inspection station, 0.5 miles of multi-use path and a pedestrian crossing from Spooner State Park to the junction of SR28 and US50 adjacent to transit mobility hub.
<i>Status</i>	TTD/TRPA/NDOT and USFS have begun design meetings. TTD is leading coordinated efforts for post construction O&M planning, as well as efforts for the USFS special use permit. NDOT has provided conceptual site plans for stakeholder review.
<i>Upcoming Milestones</i>	<ul style="list-style-type: none"> <li>• Draft project concepts – April 2024- completed</li> <li>• Draft O&amp;M partnership responsibilities – July 2024</li> <li>• Special use permit submittal – July 2024</li> <li>• 30% design drawings – October 2024</li> </ul>
<i>Schedule Status</i>	On schedule
<i>Budget Status</i>	On budget and contained within funding appropriation

- |                           |   |
|---------------------------|---|
| <i>Issues/Constraints</i> | <ol style="list-style-type: none"> <li>1) Post construction O&amp;M agency responsibilities need to be determined as a separate parallel process. TTD is engaging Douglas County for possible O&amp;M role.</li> <li>2) Type of special use permit not yet determined, i.e., Grainger-Thy with USFS</li> <li>3) Pedestrian crossing (SR28) from this project to Spooner State Park</li> <li>4) Roadway modifications required for ingress/egress undetermined</li> <li>5) Parking Management fee structure relating to transit users</li> </ol> |
|---------------------------|---|

## Facilities Projects

**Project: Maintenance and Administration Facility**

<i>Description</i>	This project is for the acquisition, environmental, design, and construction of a new all-weather maintenance and administration facility (MAF) to serve 75 buses at full capacity. The MAF is envisioned to house the buses indoors and includes an automated vehicle wash, fuel islands, electric charging infrastructure, repair bays, paint/decal bays, fabrication shop, operations center, administrative offices, dispatch center, training facilities, meeting space, and storage areas. The project may also provide partnering opportunities with local agencies for shared space.
<i>Status</i>	This project is in the preliminary planning phase. Consultant and TTD are evaluating the feasibility of eight parcels for possible consideration for siting the project. The feasibility study is an internal analysis to determine the top two or three sites prior to engaging the public. Consultant is in the process of developing conceptual plans for each site and order of magnitude construction costs.
<i>Upcoming Milestones</i>	<ul style="list-style-type: none"> <li>• Deliver Basis of Design report and Operational Analysis – March 2024 – completed</li> <li>• Deliver draft site analysis report – June 2024</li> </ul>
<i>Schedule Status</i>	On schedule for site scoping and feasibility analysis.
<i>Budget Status</i>	On budget and within appropriated grant funding for site scoping and feasibility analysis phase. Project does not have established funding for design, environmental, acquisition, or construction phases. TTD will work with FTA to identify funding opportunities to support a design/build delivery method
<i>Issues/Constraints</i>	<ol style="list-style-type: none"> <li>1) Five-to-seven-year temporary site requirement until this project is funded and ready. Remain at current City site for the duration pending renewed lease agreement, or seek alternative site.</li> <li>2) Large funding need of approximately \$100M</li> </ol>

## Technology Projects

**Project: SMART Sensors and Data Aggregation Project**

<i>Description</i>	This project intends to provide the planning, design, prototyping, and evaluation of a single cloud-based open source or interface for pertinent transportation and traveler related information. This information will be used by TTD and TRPA, partners, commuters, and travelers within the Tahoe Basin and adjoining areas to provide integrated infrastructure to collect vehicle data and incorporate it into a database for a variety of stakeholders. The system will provide a platform for future expansion, command, control, and configuration.
<i>Status</i>	Slightly delayed due to DOT’s permitting processes. TTD and Consultant are currently in the process of determining sensor type and vendor opportunities.

	TTD and Consultant are engaging with NDOT and Caltrans regarding the use of existing State-owned structures and power to support the temporary sensor deployment. TTD and Consultant have several signal cameras online and are acquiring data as of May 2024
<i>Upcoming Milestones</i>	<ul style="list-style-type: none"> <li>• Finalize test sensor locations and partner with DOT's – June 2024</li> <li>• Procure test sensor equipment – June 2024</li> <li>• Deploy temp sensors and begin collecting data – June 2024 through January 2025</li> <li>• Develop draft Technology Plan – July 2024</li> <li>• Develop draft Implementation Plan (Phase II) – September 2024</li> </ul>
<i>Schedule Status</i>	Slightly delayed, but within grant timeline
<i>Budget Status</i>	On budget and within grant appropriation limits
<i>Issues/Constraints</i>	<ol style="list-style-type: none"> <li>1) Short grant timeline, project needs to stay on schedule.</li> <li>2) Encroachment permit process with Caltrans may prove to be time consuming and may delay deployment on California roadways.</li> <li>3) Data privacy issues for the DOT's</li> </ol>

**Pending Capital Projects (Likely to be Funded or Seeking Funding)**

<b>Project: Corp Yard (1669 Shop Street) Renovations</b>	
<i>Description</i>	This project proposes to utilize two fiscal years of SB125 funds to provide much needed renovations to the existing transit maintenance and operations facility leased from the City. Renovations will be limited by budget, but may include safety upgrades, renovating the bus wash facility, installing EV charging infrastructure for bus maintenance, correcting drainage and flooding issues impacting the facilities, installation of an additional restroom, and minor renovations to administrative space. This project is dependent upon the appropriation of SB125 funds.
<i>Status</i>	Delayed – SB125 funding frozen by the State of California. Upon receipt of funding, TTD staff will develop an RFP for architectural engineering.
<i>Upcoming Milestones</i>	<ul style="list-style-type: none"> <li>• Anticipated appropriation of funds – August 2024</li> <li>• Release RFP for Architectural and Engineering design – October 2024</li> </ul>
<i>Schedule Status</i>	Delayed
<i>Budget Status</i>	Requesting \$1,550,000 over two fiscal years
<i>Issues/Constraints</i>	<ol style="list-style-type: none"> <li>1) Ten-year lease agreement from the City of South Lake Tahoe</li> <li>2) Budget dependent scope.</li> </ol>
<b>Project: Purchase Microtransit Vans</b>	
<i>Description</i>	This project proposes to utilize two fiscal years of SB125 funds for the acquisition of six gasoline vans and six electric vans to support microtransit programming. This project is dependent upon the appropriation of SB125 funds.
<i>Status</i>	Delayed – SB125 funding frozen by the State of California. Upon receipt of funding, TTD will issue RFP or select a vendor through a government piggy-back procurement for vehicle purchase.
<i>Upcoming Milestones</i>	<ul style="list-style-type: none"> <li>• Anticipated appropriation of funds – August 2024</li> <li>• Vendor selection – October 2024</li> </ul>
<i>Schedule Status</i>	Delayed



<i>Budget Status</i>	Requesting \$2,980,000 over two fiscal years
<i>Issues/Constraints</i>	1) May be subject to CA AB5 rules pertaining to use of vehicles for third party operations.
<b>Project:</b>	<b>E.V. Charging Infrastructure</b>
<i>Description</i>	This project proposed to utilize two fiscal years of SB125 funding to support the design and construction of EV charging infrastructure to support transit and microtransit electric vehicles. Charging infrastructure may be sited at various public properties within the South Shore jurisdiction, pending agreements with local jurisdictions.
<i>Status</i>	Delayed – SB125 funding frozen by the State of California. TTD will meet with local South Shore jurisdictions to determine possible locations for the infrastructure.
<i>Upcoming Milestones</i>	<ul style="list-style-type: none"> <li>• Anticipated appropriation of SB125 funds – August 2024</li> <li>• Local agency discussions and agreements – September 2024</li> </ul>
<i>Schedule Status</i>	Delayed
<i>Budget Status</i>	Requesting \$1,188,816 over two fiscal years
<i>Issues/Constraints</i>	<ol style="list-style-type: none"> <li>1) Local agency agreements</li> <li>2) Liberty Utilities front of meter improvements to support electrical requirements.</li> </ol>
<b>Project:</b>	<b>NV Stateline to Stateline Bikeway South Demonstration Project – Phase 1A - Laura Drive to Stateline Avenue</b>
<i>Description</i>	The Project proposes a Class 1 path along Lake Parkway and the north side of US Hwy 50 between Laura Drive and Stateline Avenue, and a sidewalk along the southeast side of US Hwy 50 between Kingsbury Grade and Lake Parkway (Events Center), to create the final southernmost link of the Tahoe East Shore Trail. The multi-use path and sidewalk will provide a safe alternative mode of transportation allowing bicycle and pedestrian traffic to utilize a separated and lighted shared-use path and sidewalk without having to share the highway lanes with automobiles. The full length of this path will be ADA accessible, expanding access to users of all abilities and providing an important safe linkage between the Kingsbury Transit Center and parking to the Event Center. This project scope was originally contained within the US Hwy 50 revitalization project, but was determined to be a stand-alone high priority Vision Zero safety project. TTD staff consulted with TRPA and decided to separate this project from the larger US 50 Revitalization Project to expedite pedestrian and cycling safety benefits in this very unsafe segment of US Hwy 50.
<i>Status</i>	Pending – TTD is seeking funding for this project
<i>Upcoming Milestones</i>	Submit \$5.4M Safe Streets and Roads for All (SS4A) grant application to support design and construction – May 2024- completed
<i>Schedule Status</i>	Pending
<i>Budget Status</i>	Seeking grant funds
<i>Issues/Constraints</i>	None currently

## Transit Operations Projects

### **Project: Short Range Transit Plan Update**

<i>Description</i>	The Short-Range Transit Plan (SRTP) will guide the development of TTD’s goals, objectives, and policies for the next five years of transit service within the Lake Tahoe Region. The SRTP is developed within the context of the long-range transit plan, Linking Tahoe: Lake Tahoe Transit Master Plan (TMP), which is aimed at implementing a new vision for transit as “the vehicle for change in the Tahoe Region.”
<i>Status</i>	<b>Delayed.</b> The SRTP is currently at midpoint. Stantec is waiting for TTD to provide further directions on how microtransit will be included. There is consensus that microtransit <b>could</b> replace moderately performing fixed route services, but details <b>regarding</b> the amount of service and the service area(s) remain undefined. TTD has been meeting with the City of South Lake Tahoe, South Shore Transit Management Association, and Tahoe Regional Planning Agency to better define short-term responsibilities for microtransit and fixed route services.
<i>Upcoming Milestones</i>	<ul style="list-style-type: none"> <li>• Define agency responsibilities (South Shore SSTMA/JPA) – July 2024</li> <li>• Begin Public Outreach – July 2024</li> <li>• Receive draft document – July 2024</li> <li>• Initial TTD Board meeting and Public Hearing – September 2024</li> <li>• Approve SRTP (TTD Board) – November 2024</li> </ul>
<i>Schedule Status</i>	Stantec’s initial contract term was for two years (March 2022 through March 2024). Stantec has been notified that TTD is exercising the single option year, extending the contract through March 2025.
<i>Budget Status</i>	On budget and within appropriated grant funding for this phase, however the longer the microtransit/fixed route planning takes for South Shore, the likelihood a budget amendment may be required.
<i>Issues/Constraints</i>	1) The critical path <b>continues to be</b> finding consensus on an approach to microtransit scope and deployment.

## Parking Management Projects

### **Project: Park Tahoe Parking Kiosk Replacements**

<i>Description</i>	This project consists of replacing the existing parking payment kiosks at the East Shore Trailhead parking lots with newer kiosks.
<i>Status</i>	TTD staff have received kiosks.
<i>Upcoming Milestones</i>	Program and install new kiosks – May 2024- completed
<i>Schedule Status</i>	Delayed from proposed March installation.
<i>Budget Status</i>	On budget (less than \$25k)
<i>Issues/Constraints</i>	<ol style="list-style-type: none"> <li>1) Programming</li> <li>2) Installation prior to June</li> </ol>

## Capital Programming Projects

### **Project: Capital Programming Software Development**

<i>Description</i>	This project consists of TTD developing and implementing a Capital Program software package to develop and maintain a five-year CIP program.
<i>Status</i>	Staff will be complete with final software tweaks in June 2024 and will begin creating CIP database and five-year funding and expense information.

<i>Upcoming Milestones</i>	<ul style="list-style-type: none"> <li>• Final software corrections/changes – May 2024</li> <li>• Create project, funding, expense, and O&amp;M forecasts – May 2024</li> <li>• Create draft five-year CIP report – July 2024</li> <li>• Develop integrated CIP project pages to TTD website – August 2024 (pending website procurement challenges)</li> </ul>
<i>Schedule Status</i>	On schedule
<i>Budget Status</i>	On budget
<i>Issues/Constraints</i>	<ol style="list-style-type: none"> <li>1) Website deployment</li> <li>2) Aligning with TRPA EIP data</li> </ol>

### CIP Grant Applications - 2024

<i>Rebuilding American Infrastructure with Sustainability and Equity (RAISE)</i>	\$25M application for final design and construction funding for the SR28 Sand Harbor to Thunderbird Cove Project – Submitted February 2024. Expected results of application – June/July 2024
<i>Safe Streets and Roads for All (SS4A)</i>	\$5.4M application for design and construction funding for the Laura Drive to Stateline Avenue Multi-Use Trail Project – Submitted May 2024. Expected results of application – September 2024
<i>Active Transportation Infrastructure Investment Program (ATIIP)</i>	Upcoming- Estimated \$15M application to support construction of the SR28 Sand Harbor to Thunderbird Cove Project – Due date for submittal is June 2024

# INCLINE VILLAGE MOBILITY HUB PROJECT

## Update – June 2024



## Why Incline Village ?

The identification of the need for an Incline Village mobility hub is the result of several regional studies and plans over the past decade. Through these plans, Incline Village was identified as one of several locations that is an important local and regional hub to link transit elements.

### Local and Regional Plans

- Washoe County Tahoe Area Plan
- Washoe County Tahoe Transportation Plan
- SR 28 National Scenic Byway Corridor Management Plan
- SR 28 East Shore Corridor Management Monitoring Report
- RTC Transportation Optimization Plan Strategies 2023-2027
- RTC Regional Transportation Plan 2050
- Linking Tahoe: Lake Tahoe Basin Transit Master Plan
- Washoe Tahoe Local Employee Housing Needs and Opportunities



# Washoe County Plans



## Washoe County Tahoe Area Plan

*“The area plan envisions an increase in multi-modal transportation services throughout the community. To facilitate this, the plan supports establishment of two mobility hubs (Incline Village and South Incline) and a transit center (Diamond Peak) to connect major activity hubs and the multi-use path network with a more robust transit system”.*

*Section 3; Page 8*

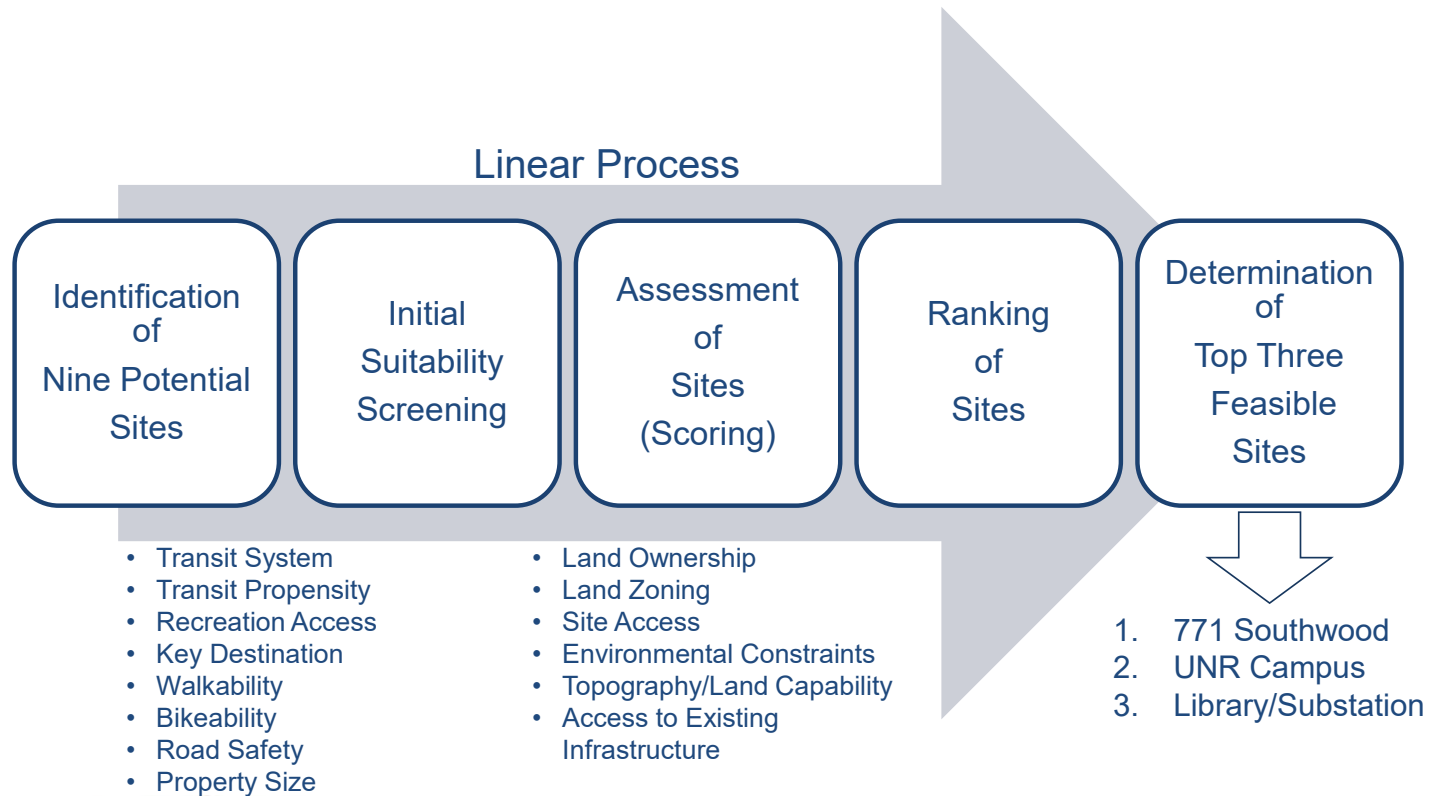
## Washoe County Tahoe Transportation Plan

*“The planned Incline Village mobility hub is an important component of the regional transit strategy, which links the Tahoe Basin with interconnected mobility hubs and a combination of fixed-route and on-demand transit services. In addition to this regional context, the Incline Village mobility hub will provide a connection point that allows local residents and visitors to access commercial, employment, and recreation destinations without relying on an automobile”.*

*Section 5.4*

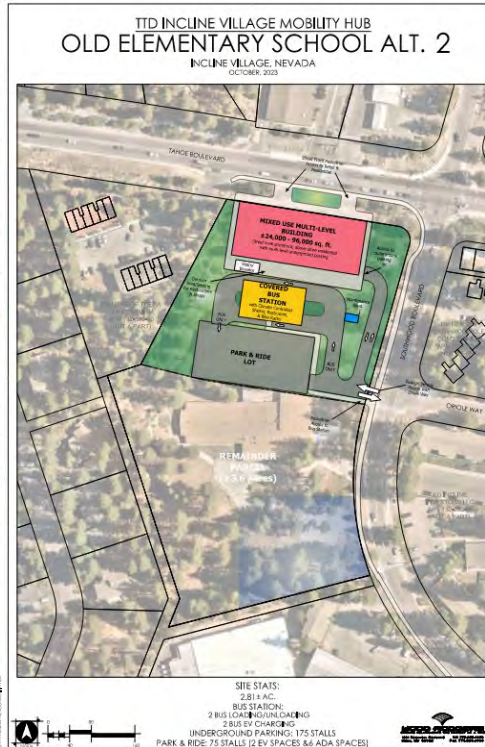


# Hub Siting Feasibility Study





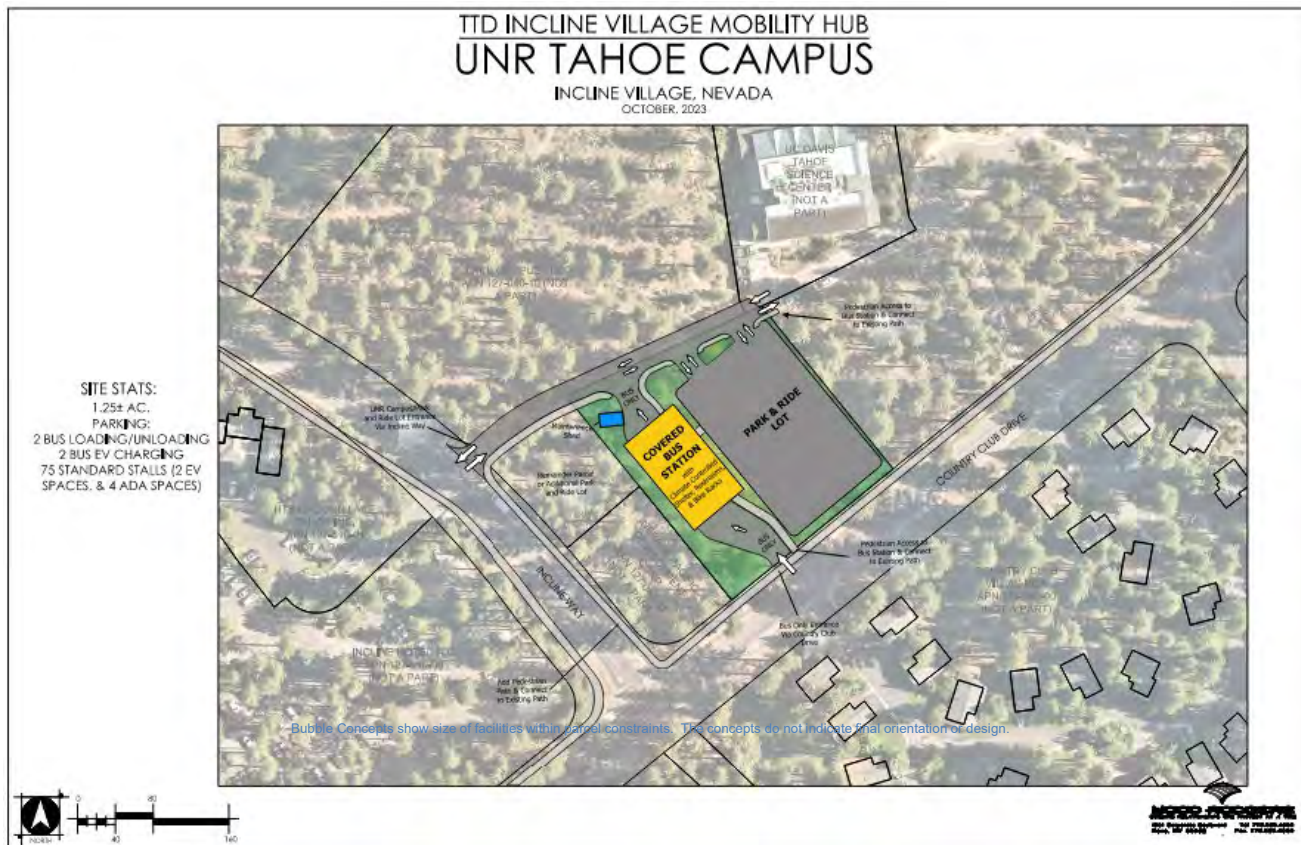
# Hub Siting Concepts – 771 Southwood Boulevard



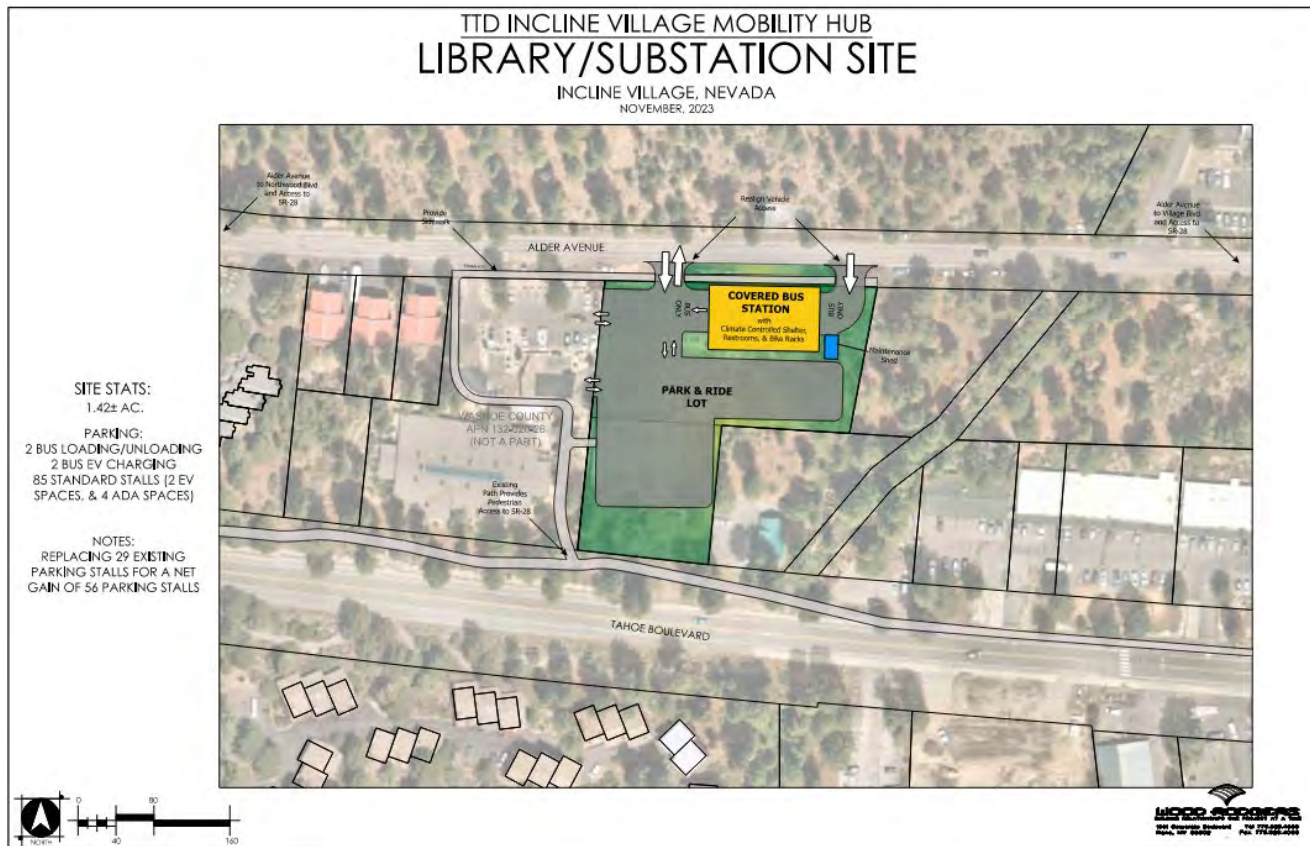
Bubble Concepts show size of facilities within parcel constraints. The concepts do not indicate final orientation or design.



# Hub Siting Concept – UNR Campus



# Hub Siting Concept – Library/Substation



## Next Steps

- RFP – Hazardous Materials Survey and Demolition Planning – 771 Southwood
- Final Feasibility Study document – July/August 2024
- Secure demolition funding and bid project
- TTD Board approval – Feasibility Study
- Seek funding for Environmental Analysis
- Demolish old elementary school and utilities. Stabilize site.





MEMORANDUM

Date: May 30, 2024

To: Tahoe Transportation District (TTD) Program Implementation Committee

From: Tara Frank, Transportation Planner

Subject: Recommend the TTD Board of Directors Adopt Resolution 2024-002 Authorizing the Execution of the 2023/24 Fiscal Year Allocation of the Low Carbon Transit Operations Program Funds for the Fare Free Transit Program

**Action Requested:**

It is requested the Committee recommend the TTD Board of Directors adopt Resolution 2024-002 authorizing the execution of the California Department of Transportation’s (Caltrans) Low Carbon Transit Operations Program (LCTOP) project for TTD’s Fare Free Transit Program.

**Fiscal Analysis:**

All expenditures associated with this item will be included in the Fiscal Year 2024/25 (FY25) Work Program and associated budget. Eligible dollars:

PUC 99313	\$285,740
PUC 99314	<u>\$16,299</u>
Total	\$302,039

**Background:**

LCTOP is part of the Transit, Affordable Housing, and Sustainable Communities Program, established by the California Legislature in 2014 by Senate Bill 862. The program was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas (GHG) emissions and improve mobility. The funding is distributed by a formula based on prior use of State Transit Assistance funds.

This program is administered by Caltrans in coordination with the California Air Resources Board (CARB) and the State Controller’s Office (SCO). Caltrans is responsible for ensuring the statutory requirements of the program are met in terms of project eligibility, GHG reduction, disadvantaged community benefit, and other requirements of the law. Eligible LCTOP projects support new or expanded bus or rail services, expanded intermodal transit facilities, and may include equipment acquisition, fueling, maintenance and other costs to operate those services or facilities, with each project reducing GHG emissions. Free or reduced transit fare is an eligible project type.

Caltrans requires a resolution from the Board to disburse LCTOP funds approved for the project.

TF/ja

BOARD AGENDA ITEM: VIII.C.  
PIC AGENDA ITEM: III.B.

**Discussion:**

The Tahoe Regional Planning Agency, as the Regional Transportation Planning Agency in California, was allocated \$302,039 in LCTOP funds for El Dorado and Placer Counties. In agreement with TTD, Placer County will maintain a pattern of alternating allocation years for the foreseeable future to simplify allocation requests—choosing to forgo their allocation this year and surrender their portion of the funding to TTD with an understanding that TTD will do the same next year.

TTD will continue to encourage residents, commuters, and visitors to utilize the bus as a free transportation alternative. Transportation cost is a known barrier to accessing the area's essential needs, such as employment, education, and medical and social services. According to CARB, “certain populations are especially vulnerable to the impacts of climate change...[and] at least 35 percent of California’s Climate Investments must benefit these populations. [These populations] include disadvantaged communities, low-income communities, and low-income households, also known as ‘priority populations’.”

The project area is located within five census tracts identified as low-income communities on the South Shore: 6017030402, 6017030301, 6017030302, 6017030200, and 6017031600. Paratransit services and Routes 50 and 55 each serve the project area and travel through all five of these low-income communities, also known as priority populations. The continued elimination of fares removes transportation costs as a barrier to job access, education, housing, and other essential needs for households within the region.

The LCTOP funds will be used to contribute to TTD’s Fare Free Transit Program. The funds will support local routes 50, 55, and paratransit services, specifically. The funding will enable the continuation of TTD’s Fare Free Transit Program started in April 2020.

Free fare programs have proven successful over the years whenever implemented. Improved transportation access through the elimination of transit fares encourages transit ridership, reducing Vehicle Miles Traveled (VMT) and emissions as people choose transit as a cheaper alternative to their personal vehicles.

**Additional Information:**

If you have any questions or comments regarding this item, please contact Tara Frank at [tfrank@tahoetransportation.org](mailto:tfrank@tahoetransportation.org) or (775) 589-5508.

**Attachment:**

- A. Resolution 2024-002



TAHOE TRANSPORTATION DISTRICT  
RESOLUTION NO. 2024-002

**A RESOLUTION AUTHORIZING THE EXECUTION OF THE CERTIFICATIONS AND ASSURANCES AND AUTHORIZED AGENT FORMS FOR THE 2023-2024 FISCAL YEAR ALLOCATION OF THE LOW CARBON TRANSIT OPERATIONS PROGRAM FUNDS OF \$302,039 FOR THE TAHOE TRANSPORTATION DISTRICT FARE FREE TRANSIT PROGRAM PROJECT**

WHEREAS, the Tahoe Transportation District (TTD) is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the California Department of Transportation (Department) as the administrative agency for the LCTOP; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

WHEREAS, TTD wishes to delegate authorization to execute these documents and any amendments thereto to the District Manager; and

WHEREAS, TTD wishes to implement the LCTOP project listed above.

NOW, THEREFORE, BE IT RESOLVED by the TTD Board of Directors as follows:

1. That the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances and the Authorized Agent documents and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.
2. That the District Manager is authorized to execute all required documents of the LCTOP program and any Amendments thereto with the Department.
3. That the Board of Directors hereby authorizes the submittal of the following project nomination and allocation request of FY 2023-24 LCTOP funds to the Department for:

*Project Name:* TTD Fare Free Transit Program

*Amount of LCTOP funds requested:* \$302,039

*Short description of project:* The program will support fare free operations on local fixed-route and paratransit services.

*Benefit to a Priority Population:* The project eliminates cost as a barrier to transportation for the South Shore, including all five low-income community census tracts located within the project area.

*Contributing Sponsor:* Tahoe Regional Planning Agency

PASSED AND ADOPTED by the TTD Board of Directors at its regular meeting held on June 5, 2024 by the following vote:

Ayes:

Nays:

Abstain:

Absent:

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Alexis Hill, Chair  
Tahoe Transportation District



MEMORANDUM

Date: May 30, 2024

To: Tahoe Transportation District (TTD) Program Implementation Committee

From: George Fink, Transportation Services Director

Subject: Recommend the TTD Board Authorize Issuance of a Contract Award to Solutions for Transit for Management Information System Services and Authorize the District Manager to Negotiate and Execute an Agreement in an Amount Not to Exceed \$225,000

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**Action Requested:**

It is requested the Committee recommend the Board of Directors authorize issuance of a contract award to Solutions for Transit (Solutions) for Management Information System (MIS) services and authorize the District Manager to negotiate and execute a contract with Solutions in an amount not to exceed \$225,000.

**Fiscal Analysis:**

All expenditures associated with these items for the fiscal year (FY) are in the approved FY24 and FY 25 budgets.

**Work Program Impact:**

All work associated with these efforts is captured under respective elements of the approved FY24 and FY25 Work Programs, with corresponding allotted staff time under respective projects. MIS software procurement aligns with Strategic Goal **SG-3** "Fund and operate regional multi-modal transportation systems."

**Background:**

TTD has contracted with Solutions for their MIS "Reporting Solution" since July 2016. The Board renewed the contract with Solutions in May of 2019 after the release of another Request for Proposals (RFP). The current contract with Solutions expires on June 30, 2024. Staff released a Request for Proposals on April 16, 2024. The solicitation directly sent to Solutions and advertised on the following websites:

- TTD's website
- California Transit Association
- Mass Transit
- Transit Talent

GF/ja

BOARD AGENDA ITEM: VIII.D.  
PIC AGENDA ITEM: III.C.

Similar to prior solicitations, potential bidders submitted questions on the RFP asking if items in the scope of work were separable (e.g., could a software company provide a single aspect of the scope of work such as maintenance management, while leaving the rest of the scope to others). Other questions focused on how TTD currently integrates disparate technologies (Synchromatics, Optibus, Trillium, Swiftly, Samsara, Solutions, etc.) and automates workflows.

Proposals were due May 10, 2024.

**Discussion:**

Staff received three responses: 1) Allerin; 2) FASTER; and 3) Solutions for Transit. Staff convened an evaluation panel that reviewed and scored the three proposals. Participants were:

- George Fink, Director of Transportation Services;
- Leslie Conard, Finance Manager; and
- Tara Frank, Transportation Planner.

Scoring was based on the following criteria:

- Responsiveness to RFP
- Experience creating website sites with the features specified in this Scope of Work
- Key personnel and project management approach
- Project understanding
- Capacity to meet project schedule
- References
- Alternative proposed language for the agreement, if any
- Pricing

Solutions' is TTD's incumbent MIS provider whose proposal ranked the highest.

The functionality of TTD's MIS for transit analytics and integration of data across multiple reports is not technically difficult work. However, most vendors are only able to provide individual elements of the scope of work rather than providing the entirety of services as a single package. Staff understood this was a rare capability offered by Solutions and one other proposer. Only Solutions was able to integrate with TTD's transit telemetry system GMV Synchromatics (Synchromatics). Synchromatics is present on every bus and is the primary feeder of data into the MIS. Without that integration, TTD would not have access to the data needed for compliance and reporting functions and would have to procure a different system altogether including replacing hardware.

To ensure competition was adequate, Staff included the language that, "...functionality may be achieved with one program, more than one program, or a suite of programs, provided there is seamless integration and cross functionality of all programs." This language encouraged vendors to submit as a consortium with the caveat that the vendors, not TTD, would be required to demonstrate integration of their systems. TTD asserts it has satisfied the FTA requirements for adequate competition and this procurement is valid as a competitive award.

TTD's FTA Triennial Disadvantaged Business Enterprise (DBE) goal is 4.8%. TTD encourages participation by DBE's in all RFPs to meet its goal. Solutions for Transit is a certified Disadvantaged Business Enterprise (DBE) and a registered California Small Business (SB).

GF/ja

BOARD AGENDA ITEM: VIII.D.  
PIC AGENDA ITEM: III.C.

Pricing for the contract (three years plus two option years) is as follows:

	Year 1	Year 2	Year 3	Option Yr 1	Option Yr 2
Reporting Solution	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000

The contract term will extend from July 1, 2024 to June 30, 2027, with option year one extending the contract through June 30, 2028 and option year two extending the contract through June 30, 2029.

Staff will complete the preparation of a full procurement package and finalize the scope of work and schedule. The contract is included as Attachment A. Staff is recommending a not-to-exceed amount of \$225,000 as no material changes to the contract are anticipated.

**Additional Information:**

If you have any questions or comments regarding this item, please contact George Fink at (775) 589-5325 or [gfink@tahoetransportation.org](mailto:gfink@tahoetransportation.org)

**Attachment:**

- A. Solutions for Transit Contract

**AGREEMENT FOR SERVICES  
BETWEEN  
TAHOE TRANSPORTATION DISTRICT  
AND  
SOLUTIONS FOR TRANSIT**

This Agreement for Services (“Agreement”) is entered into as of this \_\_\_\_ day of June 2024 by and between Tahoe Transportation District, a bi-state special purpose district created by the Tahoe Regional Planning Compact, (“District”) and Solutions for Transit (“Contractor”). District and Contractor are sometimes hereinafter individually referred to as “Party” and hereinafter collectively referred to as the “Parties.”

**RECITALS**

A. District has sought, by request for proposals the performance of the services defined and described particularly in Section 2 of this Agreement.

B. Contractor, following submission of a proposal for the performance of the services defined and described particularly in Section 2 of this Agreement, was selected by the District to perform those services.

C. District has authority to enter into this Agreement and the District’s District Manager has authority to execute this Agreement.

D. The Parties desire to formalize the selection of Contractor for performance of those services defined and described particularly in Section 2 of this Agreement and desire that the terms of that performance be as particularly defined and described herein.

**OPERATIVE PROVISIONS**

NOW, THEREFORE, in consideration of the mutual promises and covenants made by the Parties and contained here and other consideration, the value and adequacy of which are hereby acknowledged, the Parties agree as follows:

**SECTION 1. TERM OF AGREEMENT.**

Subject to the provisions of Section 20 "Termination of Agreement" of this Agreement, the initial Term of this Agreement shall not extend beyond June 30, 2027, unless the District, at its sole discretion, chooses to exercise Option Year 1 or Option Years 1 and 2. The Term of this Agreement shall not extend beyond June 30, 2029.

## **SECTION 2. SCOPE OF SERVICES & SCHEDULE OF PERFORMANCE.**

(a) Scope of Services. Contractor agrees to perform the services set forth in Exhibit "A" "Scope of Services" (hereinafter, the "Services") and made a part of this Agreement by this reference.

(b) Schedule of Performance. The Services shall be completed pursuant to the schedule specified in Exhibit "A." Should the Services not be completed pursuant to that schedule, the Contractor shall be deemed to be in Default of this Agreement. The District, in its sole discretion, may choose not to enforce the Default provisions of this Agreement and may instead allow Contractor to continue performing the Services.

## **SECTION 3. ADDITIONAL SERVICES.**

Contractor shall not be compensated for any work rendered in connection with its performance of this Agreement that are in addition to or outside of the Services unless such additional services are authorized in advance and in writing in accordance with Section 26 "Administration and Implementation" or Section 27 "Amendment" of this Agreement. If and when such additional work is authorized, such additional work shall be deemed to be part of the Services.

## **SECTION 4. COMPENSATION AND METHOD OF PAYMENT.**

(a) Subject to any limitations set forth in this Agreement, District agrees to pay Contractor the amounts specified in Exhibit "B" "Compensation" and made a part of this Agreement by this reference. The total compensation, including reimbursement for actual expenses, shall not exceed two hundred twenty-five thousand dollars (\$225,000.00), unless additional compensation is approved in writing in accordance with Section 26 "Administration and Implementation" or Section 27 "Amendment" of this Agreement.

(b) Each month Contractor shall furnish to District an original invoice for all work performed and expenses incurred during the preceding month. The invoice shall detail charges by the following categories: labor (by sub-category), travel, materials, equipment, supplies, and subcontractor contracts. Subcontractor charges shall be detailed by the following categories: labor, travel, materials, equipment and supplies. If the compensation set forth in subsection (a) and Exhibit "B" include payment of labor on an hourly basis (as opposed to labor and materials being paid as a lump sum), the labor category in each invoice shall include detailed descriptions of task performed and the amount of time incurred for or allocated to that task. District shall independently review each invoice submitted by the Contractor to determine whether the work performed and expenses incurred are in compliance with the provisions of this Agreement. In the event that no charges or expenses are disputed, the invoice shall be approved and paid according to the terms set forth in subsection (c). In the event any charges or expenses are disputed by District, the original invoice shall be returned by District to Contractor for correction and resubmission.

(c) Except as to any charges for work performed or expenses incurred by Contractor which are disputed by District, District will use its best efforts to cause Contractor to be paid within thirty (30) days of receipt of Contractor's correct and undisputed invoice.

(d) Payment to Contractor for work performed pursuant to this Agreement shall not be deemed to waive any defects in work performed by Contractor.

#### **SECTION 5. INSPECTION AND FINAL ACCEPTANCE.**

District may inspect and accept or reject any of Contractor's work under this Agreement, either during performance or when completed. District shall reject or finally accept Contractor's work within sixty (60) days after submitted to District. District shall reject work by a timely written explanation, otherwise Contractor's work shall be deemed to have been accepted. District's acceptance shall be conclusive as to such work except with respect to latent defects, fraud and such gross mistakes as amount to fraud. Acceptance of any of Contractor's work by District shall not constitute a waiver of any of the provisions of this Agreement including, but not limited to, Section 16 "Indemnification" and Section 17 "Insurance."

#### **SECTION 6. OWNERSHIP OF DOCUMENTS.**

All original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents prepared, developed or discovered by Contractor in the course of providing the Services pursuant to this Agreement shall become the sole property of District and may be used, reused or otherwise disposed of by District without the permission of the Contractor. Upon completion, expiration or termination of this Agreement, Contractor shall turn over to District all such original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents.

If and to the extent that District utilizes for any purpose not related to this Agreement any maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files or other documents prepared, developed or discovered by Contractor in the course of providing the Services pursuant to this Agreement, Contractor's guarantees and warranties in Section 9 "Standard of Performance" of this Agreement shall not extend to such use of the maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files or other documents.

#### **SECTION 7. CONTRACTOR'S BOOKS AND RECORDS.**

(a) Contractor shall maintain any and all documents and records demonstrating or relating to Contractor's performance of the Services. Contractor shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, or other documents or records evidencing or relating to work, services, expenditures and

disbursements charged to District pursuant to this Agreement. Any and all such documents or records shall be maintained in accordance with generally accepted accounting principles and shall be sufficiently complete and detailed so as to permit an accurate evaluation of the services provided by Contractor pursuant to this Agreement. Any and all such documents or records shall be maintained for three (3) years from the date of execution of this Agreement and to the extent required by laws relating to audits of public agencies and their expenditures.

(b) Any and all records or documents required to be maintained pursuant to this section shall be made available for inspection, audit and copying, at any time during regular business hours, upon request by District or its designated representative. Copies of such documents or records shall be provided directly to the District for inspection, audit and copying when it is practical to do so; otherwise, unless an alternative is mutually agreed upon, such documents and records shall be made available at Contractor's address indicated for receipt of notices in this Agreement.

(c) Where District has reason to believe that any of the documents or records required to be maintained pursuant to this section may be lost or discarded due to dissolution or termination of Contractor's business, District may, by written request, require that custody of such documents or records be given to the District. Access to such documents and records shall be granted to District, as well as to its successors-in-interest and authorized representatives.

## **SECTION 8. INDEPENDENT CONTRACTOR.**

(a) Contractor is and shall at all times remain a wholly independent contractor and not an officer, employee or agent of District. Contractor shall have no authority to bind District in any manner, nor to incur any obligation, debt or liability of any kind on behalf of or against District, whether by contract or otherwise, unless such authority is expressly conferred under this Agreement or is otherwise expressly conferred in writing by District.

(b) The personnel performing the Services under this Agreement on behalf of Contractor shall at all times be under Contractor's exclusive direction and control. Neither District, nor any elected or appointed boards, officers, officials, employees or agents of District, shall have control over the conduct of Contractor or any of Contractor's officers, employees, or agents except as set forth in this Agreement. Contractor shall not at any time or in any manner represent that Contractor or any of Contractor's officers, employees, or agents are in any manner officials, officers, employees or agents of District.

(c) Neither Contractor, nor any of Contractor's officers, employees or agents, shall obtain any rights to retirement, health care or any other benefits which may otherwise accrue to District's employees. Contractor expressly waives any claim Contractor may have to any such rights.

## **SECTION 9. STANDARD OF PERFORMANCE.**

Contractor represents and warrants that it has the qualifications, experience and facilities necessary to properly perform the Services required under this Agreement in a thorough, competent and professional manner. Contractor shall at all times faithfully, competently and to the best of its ability, experience and talent, perform all Services. In meeting its obligations under this Agreement, Contractor shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing services similar to the Services required of Contractor under this Agreement. In addition to the general standards of performance set forth this section, additional specific standards of performance and performance criteria may be set forth in Exhibit "A" "Scope of Work" that shall also be applicable to Contractor's work under this Agreement. Where there is a conflict between a general and a specific standard of performance or performance criteria, the specific standard or criteria shall prevail over the general.

**SECTION 10. COMPLIANCE WITH APPLICABLE LAWS; PERMITS AND LICENSES.**

Contractor shall keep itself informed of and comply with all applicable federal, state and local laws, statutes, codes, ordinances, regulations and rules in effect during the term of this Agreement. Contractor shall obtain any and all licenses, permits and authorizations necessary to perform the Services set forth in this Agreement. Neither District, nor any elected or appointed boards, officers, officials, employees or agents of District, shall be liable, at law or in equity, as a result of any failure of Contractor to comply with this section.

**SECTION 11. PREVAILING WAGE LAWS.**

Contractor understands, acknowledges and agrees to comply with any and all applicable state and federal laws requiring payment of prevailing wages for work performed in connection with publicly-funded projects. Contractor and any subcontractors shall comply with all applicable state and federal prevailing wage rates, statutes, rules and regulations then in effect if required by state or federal laws or regulations. In the event of conflict between applicable federal and state provisions, the higher prevailing wage rate will apply.

**SECTION 12. NONDISCRIMINATION.**

Contractor shall not discriminate, in any way, against any person on the basis of race, color, religious creed, national origin, ancestry, sex, sexual orientation, gender identity, age, physical handicap, medical condition or marital status in connection with or related to the performance of this Agreement.

**SECTION 13. UNAUTHORIZED ALIENS.**

Contractor hereby promises and agrees to comply with all of the provisions of the Federal Immigration and Nationality Act, 8 U.S.C.A. §§ 1101, et seq., as amended, and in connection therewith, shall not employ unauthorized aliens as defined therein. Should



Contractor so employ such unauthorized aliens for the performance of the Services, and should the any liability or sanctions be imposed against District for such use of unauthorized aliens, Contractor hereby agrees to and shall reimburse District for the cost of all such liabilities or sanctions imposed, together with any and all costs, including attorneys' fees, incurred by District.

#### **SECTION 14. CONFLICTS OF INTEREST.**

(a) Contractor covenants that neither it, nor any officer or principal of its firm, has or shall acquire any interest, directly or indirectly, which would conflict in any manner with the interests of District or which would in any way hinder Contractor's performance of the Services. Contractor further covenants that in the performance of this Agreement, no person having any such interest shall be employed by it as an officer, employee, agent or subcontractor without the express written consent of the District Manager. Contractor agrees to at all times avoid conflicts of interest or the appearance of any conflicts of interest with the interests of District in the performance of this Agreement.

(b) District understands and acknowledges that Contractor is, as of the date of execution of this Agreement, independently involved in the performance of non-related services for other governmental agencies and private parties. Contractor is unaware of any stated position of District relative to such projects. Any future position of District on such projects shall not be considered a conflict of interest for purposes of this section.

(c) District understands and acknowledges that Contractor will perform non-related services for other governmental agencies and private Parties following the completion of the Services under this Agreement. Any such future service shall not be considered a conflict of interest for purposes of this section.

#### **SECTION 15. CONFIDENTIAL INFORMATION; RELEASE OF INFORMATION.**

(a) All information gained or work product produced by Contractor in performance of this Agreement shall be considered confidential, unless such information is in the public domain or already known to Contractor. Contractor shall not release or disclose any such information or work product to persons or entities other than District without prior written authorization from the District Manager, except as may be required by law.

(b) Contractor, its officers, employees, agents or subcontractors, shall not, without prior written authorization from the District Manager or unless requested by the District Attorney of District, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement. Response to a subpoena or court order shall not be considered "voluntary" provided Contractor gives District notice of such court order or subpoena.

(c) If Contractor, or any officer, employee, agent or subcontractor of Contractor, provides any information or work product in violation of this Agreement, then District shall have the right to reimbursement and indemnity from Contractor for any damages, costs and fees, including attorney's fees, caused by or incurred as a result of Contractor's conduct.

(d) Contractor shall promptly notify District should Contractor, its officers, employees, agents or subcontractors, be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed thereunder. District retains the right, but has no obligation, to represent Contractor or be present at any deposition, hearing or similar proceeding. Contractor agrees to cooperate fully with District and to provide District with the opportunity to review any response to discovery requests provided by Contractor. However, this right to review any such response does not imply or mean the right by District to control, direct, or rewrite said response.

## **SECTION 16. INDEMNIFICATION.**

(a) Indemnification for Professional Liability. Where the law establishes a professional standard of care for Contractor's services, to the fullest extent permitted by law, Contractor shall indemnify, protect, defend and hold harmless District and any and all of its officials, employees and agents ("Indemnified Parties") from and against any and all liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including attorney's fees and costs, court costs, interest, defense costs, and expert witness fees) arise out of, are a consequence of, or are in any way attributable to, in whole or in part, any negligent or wrongful act, error or omission of Contractor, or by any individual or entity for which Contractor is legally liable, including but not limited to officers, agents, employees or sub-contractors of Contractor, in the performance of professional services under this Agreement.

(b) Indemnification for Other than Professional Liability. Other than in the performance of professional services and to the full extent permitted by law, Contractor shall indemnify, protect, defend and hold harmless District, and any and all of its employees, officials and agents from and against any liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including attorney's fees and costs, court costs, interest, defense costs, and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Contractor, or by any individual or entity for which Contractor is legally liable, including but not limited to officers, agents, employees or sub-contractors of Contractor.

(c) Indemnification from Subcontractors. Contractor agrees to obtain executed indemnity agreements with provisions identical to those set forth in this section from each

and every subcontractor or any other person or entity involved by, for, with or on behalf of Contractor in the performance of this Agreement naming the Indemnified Parties as additional indemnitees. In the event Contractor fails to obtain such indemnity obligations from others as required herein, Contractor agrees to be fully responsible according to the terms of this section. Failure of District to monitor compliance with these requirements imposes no additional obligations on District and will in no way act as a waiver of any rights hereunder. This obligation to indemnify and defend District as set forth herein is binding on the successors, assigns or heirs of Contractor and shall survive the termination of this Agreement or this section.

(d) Limitation of Indemnification. Notwithstanding any provision of this section to the contrary, in California design professionals are required to defend and indemnify the District only to the extent permitted by California Civil Code Section 2782.8, which limits the liability of a design professional to claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the design professional. The term “design professional,” as defined in Section 2782.8, is limited to licensed architects, licensed landscape architects, registered professional engineers, professional land surveyors, and the business entities that offer such services in accordance with the applicable provisions of the California Business and Professions Code. To the extent that California Civil Code Section 2782.8 applies to this Agreement, the indemnification obligations of Contractor shall be limited in accordance with that section.

(e) District’s Negligence. The provisions of this section do not apply to claims occurring as a result of District’s sole negligence. The provisions of this section shall not release District from liability arising from gross negligence or willful acts or omissions of District or any and all of its officials, employees and agents.

## **SECTION 17. INSURANCE.**

Contractor agrees to obtain and maintain in full force and effect during the term of this Agreement the insurance policies set forth in Exhibit “C” “Insurance” and made a part of this Agreement. All insurance policies shall be subject to approval by District as to form and content. These requirements are subject to amendment or waiver if so approved in writing by the District Manager. Contractor agrees to provide District with copies of required policies upon request.

## **SECTION 18. ASSIGNMENT.**

The expertise and experience of Contractor are material considerations for this Agreement. District has an interest in the qualifications and capability of the persons and entities who will fulfill the duties and obligations imposed upon Contractor under this Agreement. In recognition of that interest, Contractor shall not assign or transfer this Agreement or any portion of this Agreement or the performance of any of Contractor’s duties or obligations under this Agreement without the prior written consent of the District.

Any attempted assignment shall be ineffective, null and void, and shall constitute a material breach of this Agreement entitling District to any and all remedies at law or in equity, including termination of this Agreement pursuant to Section 20 "Termination of Agreement." District acknowledges, however, that Contractor, in the performance of its duties pursuant to this Agreement, may utilize sub-contractors.

#### **SECTION 19. CONTINUITY OF PERSONNEL.**

Contractor shall make every reasonable effort to maintain the stability and continuity of Contractor's staff and subcontractors, if any, assigned to perform the Services. Contractor shall notify District of any changes in Contractor's staff and subcontractors, if any, assigned to perform the Services prior to and during any such performance.

#### **SECTION 20. TERMINATION OF AGREEMENT.**

(a) Termination for Convenience. District may terminate this Agreement, in whole or in part, at any time by giving written notice of termination to Contractor if District determines that termination is in its best interest. In the event such notice is given, Contractor shall cease immediately all work in progress. Contractor shall be paid its costs, including contract close-out costs, on work performed up to the time of termination.

(b) Termination for Cause. If District notifies Contractor of a default under Section 21 "Default" and Contractor fails to cure the default within the time frame provided, District may terminate this Agreement immediately. Contractor will only be paid for Services performed in accordance with the manner of performance set forth in this Agreement.

(c) Property of District. Upon termination of this Agreement by either Contractor or District, all property belonging exclusively to District which is in Contractor's possession shall be returned to District. Contractor shall furnish to District a final invoice for work performed and expenses incurred by Contractor, prepared as set forth in Section 4 "Compensation and Method of Payment" of this Agreement. This final invoice shall be reviewed and paid in the same manner as set forth in Section 4 "Compensation and Method of Payment" of this Agreement.

#### **SECTION 21. DEFAULT.**

In the event that Contractor is in default under the terms of this Agreement, the District may give notice to Contractor specifying the nature of the default and providing the Contractor a timeframe to cure the default. The District may hold all invoices until the default is cured. If Contractor does not cure the default to District's satisfaction in the timeframe given, the District may take necessary steps to terminate this Agreement under Section 20 "Termination of Agreement." Any failure on the part of the District to give notice of the Contractor's default shall not be deemed to result in a waiver of the District's legal rights or any rights arising out of any provision of this Agreement.

**SECTION 22. EXCUSABLE DELAYS.**

Contractor shall not be liable for damages, including liquidated damages, if any, caused by delay in performance or failure to perform due to causes beyond the control of Contractor. Such causes include, but are not limited to, acts of God, acts of the public enemy, acts of federal, state or local governments, acts of District, court orders, fires, floods, epidemics, strikes, embargoes, and unusually severe weather. The term and price of this Agreement shall be equitably adjusted for any delays due to such causes.

**SECTION 23. COOPERATION BY DISTRICT.**

All public information, data, reports, records, and maps as are existing and available to District as public records, and which are necessary for carrying out the Services shall be furnished to Contractor in every reasonable way to facilitate, without undue delay, the Services to be performed under this Agreement.

**SECTION 24. NOTICES.**

All notices required or permitted to be given under this Agreement shall be in writing and shall be personally delivered, or sent by telecopier or certified mail, postage prepaid and return receipt requested, addressed as follows:

To District: Tahoe Transportation District  
Attn: George Fink, Transportation Services Director  
P.O. Box 499  
Zephyr Cove, NV 89448  
gfink@tahoetransportation.org

To Contractor: Solutions for Transit  
2715 West Kettleman Lane, Suite 203-163  
Lodi, CA 95242  
Attn: Kari Wilson, Owner

Notice shall be deemed effective on the date personally delivered or transmitted by facsimile or, if mailed, three (3) days after deposit of the same in the custody of the United States Postal Service.

**SECTION 25. AUTHORITY TO EXECUTE.**

The person or persons executing this Agreement on behalf of Contractor represents and warrants that he/she/they has/have the authority to so execute this Agreement and to bind Contractor to the performance of its obligations hereunder.

**SECTION 26. ADMINISTRATION AND IMPLEMENTATION.**

This Agreement shall be administered and executed by the District Manager or his or her designated representative. The District Manager shall have the authority to issue interpretations and to make amendments to this Agreement, including amendments that commit additional funds, consistent with Section 27 "Amendment" and the District Manager's contracting authority under District's ordinances, rules and regulations.

**SECTION 27. AMENDMENT.**

No amendment to or modification of this Agreement shall be valid unless made in writing and approved by the Contractor and by the District. The District Manager shall have the authority to approve any amendment to this Agreement if the total compensation under this Agreement, as amended, would not exceed the District Manager's contracting authority under the District's ordinances, rules and regulations. All other amendments shall be approved by the District's Board. The Parties agree that the requirement for written modifications cannot be waived and that any attempted waiver shall be void.

By written notice or order, District may, from time to time, order work suspension or make changes to the Services to be provided by Contractor. If any such work suspension or change causes an increase or decrease in the price of this Agreement or in the time required for its performance, or otherwise necessitates an amendment to this Agreement, Contractor shall promptly notify District thereof within ten (10) days after the change or work suspension is ordered, and an amendment to this Agreement shall be negotiated. However, nothing in this clause shall excuse Contractor from complying immediately with the notice or order issued by District.

**SECTION 28. BINDING EFFECT.**

This Agreement shall be binding upon the heirs, executors, administrators, successors and assigns of the Parties.

**SECTION 29. FEDERAL PROVISIONS.**

District will be using money received from the federal government to pay all or a part of the compensation to Contractor for the Services. The federal government requires certain clauses to be included in contracts where federal money will be used in the contract. Contractor agrees to adhere to the federally-required provisions included in Exhibit "D" hereto and incorporated herein by reference. If there is a conflict between any provision in Exhibit "D" and the body of this Agreement, Exhibit "D" shall control. In addition, the Federal Highway Administration's Required Contract Clauses for Federal Aid Construction Projects (FHWA Form 1273, revised May 1, 2012; <https://www.fhwa.dot.gov/programadmin/contracts/1273/1273.pdf>) is incorporated by reference herein.

**SECTION 30. WAIVER.**

Waiver by any Party to this Agreement of any term, condition, or covenant of this Agreement shall not constitute a waiver of any other term, condition, or covenant. Waiver by any Party of any breach of the provisions of this Agreement shall not constitute a waiver of any other provision nor a waiver of any subsequent breach or violation of any provision of this Agreement. Acceptance by District of any work or services by Contractor shall not constitute a waiver of any of the provisions of this Agreement.

**SECTION 31. LAW TO GOVERN; VENUE.**

In the event of litigation between the Parties, venue in state trial courts shall lie exclusively in the County of El Dorado, California where the dispute arises from Services performed in California, or shall lie exclusively in the County of Douglas, Nevada where the dispute arises from Services performed in Nevada. In the event of litigation in a U.S. District Court, venue shall lie exclusively in the Eastern District of California for Services performed in California, or in the District of Nevada for Services performed in Nevada.

**SECTION 32. ATTORNEYS FEES, COSTS AND EXPENSES.**

In the event litigation or other proceeding is required to enforce or interpret any provision of this Agreement, the prevailing Party in such litigation or other proceeding shall be entitled to an award of reasonable attorney's fees, costs and expenses, in addition to any other relief to which it may be entitled.

**SECTION 33. ENTIRE AGREEMENT.**

This Agreement, including the attached Exhibits, is the entire, complete, final and exclusive expression of the Parties with respect to the matters addressed therein and supersedes all other agreements or understandings, whether oral or written, or entered into between Contractor and District prior to the execution of this Agreement. No statements, representations or other agreements, whether oral or written, made by any Party which are not embodied herein shall be valid and binding.

**SECTION 34. SEVERABILITY.**

If any term, condition or covenant of this Agreement is declared or determined by any court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this Agreement shall not be affected thereby and the Agreement shall be read and construed without the invalid, void or unenforceable provision(s).

**SECTION 35. CONFLICTING TERMS.**

Except as otherwise stated herein, if the terms of this Agreement conflict with the terms of any Exhibit hereto, or with the terms of any document incorporated by reference into this Agreement, the terms of this Agreement shall control.

**IN WITNESS WHEREOF**, the Parties hereto have executed this Agreement on the date and year first-above written.



**TAHOE TRANSPORTATION  
DISTRICT**

\_\_\_\_\_  
Carl Hasty  
District Manager

**ATTEST:**

\_\_\_\_\_  
Judi Allen  
Clerk of the Board

By: \_\_\_\_\_

\_\_\_\_\_

Its: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_

Its: \_\_\_\_\_

**EXHIBIT "A"**  
**SCOPE OF WORK**

May 06, 2024

George Fink  
Tahoe Transportation District  
128 Market Street  
Stateline, NV 89448

Dear Mr. Fink:

Solutions for Transit appreciates the opportunity to provide the Tahoe Transportation District with a proposal for a Management Information System. We believe that we are uniquely qualified to perform the work necessary for this procurement, having provided this service and so much more for the last fifteen years. We bring combined transit experience of over 60 years to the table. The hands-on experience obtained by those who will work on this project is invaluable in giving the Tahoe Transportation District a level of insight and analysis into their operation that one cannot get without having actually managed a public transit agency.

The Reporting Solution was developed to provide a database for gathering and analyzing data in the performance of our duties. Our clients benefit from these databases by eliminating the need for staff to analyze their reports, thus our service is provided to reduce staffing requirements at a cost of less than the one part-time employee.

Solutions for Transit has done this work for over a combined 60+ years, not building databases and applications, but building Public Transportation Systems. Our business model is "Making a Difference" and we achieve this in everything we do for every client that needs our services. We are proud of our work and our ability to change with the times and the needs of our clients. It is for this reason that every version of The Reporting Solution is built for each client, to meet their needs, not ours.

The Reporting Solution is your tool to protect your best interests, without investing staff time that you do not have or making capital investments into programs that are outdated before they have met their useful Capital Life. In contracting with Solutions for Transit, you benefit from our experience in the industry and further benefit from the ease of data analysis and NTD reporting. By incorporating the varying sources of data available for TTD, the system will be your Management information System.

Solutions for Transit is a Certified Small Business( SB), a certified Disadvantaged Business Enterprise ( DBE), and we are a California Multiple Award Schedule (CMAS) contractor to assist our existing clients with meeting their goals and objectives.

We have provided our responses to the requirements of the RFP in the following statements;

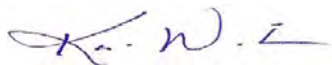
### 3.0.1 General Scope of Work

- Solutions for Transit has already integrated the GMV Syncromatics data for CAD/AVL, Transit Check, and Syncromatics Manual passenger counts into the TTD MIS.

GF/ja

- SFT has already integrated the Ecolane data for Paratransit Services into the TTD MIS.
  - SFT follows FTA Best Practices Procurement and Lessons Learned Manual. Each of our modules are built based on meeting FTA, NTD, or CHP requirements in data gathering and analysis.
  - SFT has incorporated the ability to upload scanned documents and pictures into the MIS.
  - SFT will continue to comply with all of the requirements listed.
- 3.0.2 Administrative Information System
- SFT will continue to comply with all of the requirements listed and by providing TTD an effective way of documenting, and providing notifications when needed.
- 3.0.3 Fixed Route and Paratransit Information Systems
- SFT will continue to comply with all of the requirements listed and to gather and monitor the miles and hours submitted or imported for these services.
- 3.0.4 Maintenance Information System
- SFT will continue to comply with all of the requirements listed and with assisting TTD on effective management and Preventative Maintenance of TTD Revenue and Non-Revenue Equipment
- 3.0.5 Facilities & Equipment Information System
- SFT will continue to comply to comply with all requirements listed and with assisting TTD on effective management and Preventative Maintenance of TTD Facilities Equipment
- 3.0.6 Parts & Inventory Management Information System
- SFT will continue to comply with all of the requirements listed and with the FTA Best Practices on Inventory control and movement.
  - SFT does not currently interface with Microsoft Dynamics 365 Business Central, however we are confident that the Microsoft SQL Server used by the MIS should integrate effortlessly with its fellow Microsoft Dynamics 365 Business Central.
- 3.0.7 Capital Asset Management Information System
- SFT will continue to comply with all of the requirements listed and with the FTA Transit Asset Management requirements.
- 3.0.8 Planning Information System
- SFT will continue to comply with all of the requirements listed.
- 3.0.9 National Transit Database Information System
- SFT will continue to provide the NTD forms listed, and offer any explanations necessary to respond to NTD analysis.
- 3.0.10 Customization
- SFT is set to expand with the needs with our clients, including adding additional database interfaces as needed.

Sincerely,



Kari Wilson  
Owner

Proposers Name: Kari Wilson dba. Solutions for Transit  
Business Address: 2715 West Kettleman Lane, Suite 203-163  
Lodi Ca. 95242  
Telephone: 209-993-2354

Current Clients: 8  
Date of Establishment 2008  
Type of Organization: Sole Proprietorship

Local Organization Structure: Consulting

Solutions for Transit is a DBE business.

UCP Firm #37709

Solutions for Transit is a SB business

SB Certification # 2014076

The Reporting Solution is on CMAS

CMAS # 4-22-01-1031

**EXHIBIT "B"  
COMPENSATION**

**PROPOSAL SHEET**

**PROPOSED SCHEDULE**

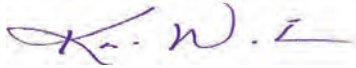
<u>Task</u>	<u>Date Anticipated</u>
Development	7/1/2024
Testing	7/1/2024
Launch	7/1/2024

**PRICE PROPOSAL**

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Option Year 1</b>	<b>Option Year 2</b>
<b>Annual Fee</b>	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00
<b>On-Site Support Fee</b>	\$ N/A	\$ N/A	\$ N/A	\$ N/A	\$ N/A
<b>Customization Fee</b>	\$ 1,000.00	\$ N/A	\$ N/A	\$ N/A	\$ N/A
<b>Hardware Costs</b>	\$ N/A	\$ N/A	\$ N/A	\$ N/A	\$ N/A
<b>Other</b>	\$ N/A	\$ N/A	\$ N/A	\$ N/A	\$ N/A

The customization fee will be to create an interface with Microsoft Dynamics 365 Business Central, if needed.

**Acknowledged by:** \_\_\_\_\_ Kari Wilson \_\_\_\_\_

\_\_\_\_\_  \_\_\_\_\_

**Date:** 05/06/2024 \_\_\_\_\_



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## EXHIBIT "C" INSURANCE

A. Insurance Coverages. Contractor shall provide and maintain insurance, acceptable to the District, in full force and effect throughout the term of this Agreement, against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Services by Contractor, its agents, representatives or employees. Contractor shall procure and maintain the following scope and limits of insurance:

**Only the following "marked" requirements are applicable:**

  X   **Commercial General Liability (CGL):** Insurance written on an occurrence basis to protect Contractor and District against liability or claims of liability which may arise out of this Agreement in the amount of one million dollars (\$1,000,000) per occurrence and subject to an annual aggregate of two million dollars (\$2,000,000). Coverage shall be at least as broad as Insurance Services Office form Commercial General Liability coverage (Occurrence Form CG 0001). There shall be no endorsement or modification of the CGL limiting the scope of coverage for either insured vs. additional insured claims or contractual liability. All defense costs shall be outside the limits of the policy.

  X   **Vehicle Liability Insurance:** Vehicle liability insurance in an amount not less than \$1,000,000 for injuries, including accidental death, to any one person, and subject to the same minimum for each person, in an amount not less than one million dollars (\$1,000,000) for each accident, and property damage insurance in an amount of not less than one million dollars (\$1,000,000). A combined single limit policy with aggregate limits in an amount of not less than \$2,000,000 shall be considered equivalent to the said required minimum limits. Coverage shall be at least as broad as Insurance Services Office form number CA 0001 covering Automobile Liability, including code 1 "any auto" and endorsement CA 0025, or equivalent forms subject to the approval of the District.

  X   **Workers' Compensation Insurance:** Workers' Compensation insurance as required by the State of California and/or Nevada and a minimum of one million dollars (\$1,000,000) of employers' liability coverage. Contractor shall provide an endorsement that the insurer waives the right of subrogation against the District and its respective elected officials, officers, employees, agents and representatives. In the event a claim under the provisions of the California Workers' Compensation Act is filed against District by a bona fide employee of Contractor participating under this Agreement, Contractor is to defend and indemnify the District from such claim.

       **Professional Liability Insurance:** Professional liability insurance appropriate to the Contractor's profession in an amount not less than one million dollars \$1,000,000 per occurrence. This coverage may be written on a "claims made" basis, and must include coverage for contractual liability. The professional liability insurance required by this



Agreement must be endorsed to be applicable to claims based upon, arising out of or related to Services performed under this Agreement. The insurance must be maintained for at least three (3) consecutive years following the completion of Contractor's services or the termination of this Agreement. During this additional three (3) year period, Contractor shall annually and upon request of the District submit written evidence of this continuous coverage.

B. Other Provisions. Insurance policies required by this Agreement shall contain the following provisions:

1. All Coverages.

a. Each insurance policy required by this Agreement shall be endorsed and state the coverage shall not be suspended, voided, cancelled by the insurer or either Party to this Agreement, reduced in coverage or in limits except after 30 days' prior written notice by certified mail, return receipt requested, has been given to District.

b. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII.

2. Commercial General Liability and Automobile Liability Coverages.

a. District, and its respective elected and appointed officers, officials, and employees and volunteers are to be covered as additional insureds as respects: liability arising out of activities Contractor performs; products and completed operations of Contractor; premises owned, occupied or used by Contractor; or automobiles owned, leased, hired or borrowed by Contractor. The coverage shall contain no special limitations on the scope of protection afforded to District, and their respective elected and appointed officers, officials, or employees.

b. Contractor's insurance coverage shall be primary insurance with respect to District, and its respective elected and appointed, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by District, and its respective elected and appointed officers, officials, employees or volunteers, shall apply in excess of, and not contribute with, Contractor's insurance.

c. Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

d. Any failure to comply with the reporting or other provisions of the insurance policies, including breaches of warranties, shall not affect coverage provided to District, and its respective elected and appointed officers, officials, employees or volunteers.

e. The insurer waives all rights of subrogation against the District, its elected or appointed officers, officials, employees or agents.

3. Workers' Compensation Coverage. Unless the District Manager otherwise agrees in writing, the insurer shall agree to waive all rights of subrogation against District, and its respective elected and appointed officers, officials, employees and agents for losses arising from work performed by Contractor.

C. Other Requirements. Contractor agrees to deposit with District, at or before the effective date of this Agreement, certificates of insurance necessary to satisfy District that the insurance provisions of this contract have been complied with. The District may require that Contractor furnish District with copies of original endorsements effecting coverage required by this Exhibit "C". The certificates and endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. District reserves the right to inspect complete, certified copies of all required insurance policies, at any time.

1. Contractor shall furnish certificates and endorsements from each subcontractor identical to those Contractor provides.

2. Any deductibles or self-insured retentions must be declared to and approved by District. At the option of District, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects District or its respective elected or appointed officers, officials, employees and volunteers, or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration, defense expenses and claims.

3. The procuring of such required policy or policies of insurance shall not be construed to limit Contractor's liability hereunder nor to fulfill the indemnification provisions and requirements of this Agreement.

**EXHIBIT “D”  
FEDERAL PROVISIONS**

1. Incorporation of FTA Terms - The following provisions include, in part, certain Standard Terms and Conditions required by DOT, whether or not expressly set forth in the preceding contract provisions. All contractual provisions required by DOT, as set forth in FTA Circular 4220.1F are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. The Contractor shall not perform any act, fail to perform any act, or refuse to comply with any District requests which would cause District to be in violation of the FTA terms and conditions.
  
2. Access to Records. The following access to records requirements apply to this Agreement:
  - a. Where the District is the FTA Recipient or a subgrantee of the FTA Recipient in accordance with 49 C. F. R. 18.36(i), the Contractor agrees to provide the District, the FTA Administrator, the Comptroller General of the United States or any of their authorized representatives access to any books, documents, papers and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts and transcriptions. Contractor also agrees, pursuant to 49 C. F. R. 633.17 to provide the FTA Administrator or his authorized representatives including any PMO Contractor access to Contractor's records and construction sites pertaining to a major capital project, defined at 49 U.S.C. 5302(a)1, which is receiving federal financial assistance through the programs described at 49 U.S.C. 5307, 5309 or 5311.
  - b. The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.
  - c. The Contractor agrees to maintain all books, records, accounts and reports required under this contract for a period of not less than three years after the date of termination or expiration of this contract, except in the event of litigation or settlement of claims arising from the performance of this contract, in which case Contractor agrees to maintain same until the District, the FTA Administrator, the Comptroller General, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related thereto. Reference 49 CFR 18.39(i)(11).
  
3. Civil Rights.
  - a. *Nondiscrimination* - In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and Federal transit law at 49

U.S.C. § 5332, the Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, the Contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.

- b. *Equal Employment Opportunity* - The following equal employment opportunity requirements apply to the Agreement:
- i. Race, Color, Creed, National Origin, Sex - In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, and Federal transit laws at 49 U.S.C. § 5332, the Contractor agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 C.F.R. Parts 60 et seq., (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 U.S.C. § 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the Project. The Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.
  - ii. Age - In accordance with section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. § § 623 and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.
  - iii. Disabilities - In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 12112, the Contractor agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630, pertaining to employment of persons with disabilities. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

- c. The Contractor also agrees to include these requirements in each subcontract financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.

4. Disadvantaged Business Enterprises.

- a. This Agreement is subject to the requirements of Title 49, Code of Federal Regulations, Part 26, Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs. The national goal for participation of Disadvantaged Business Enterprises (DBE) is 10%. The District's overall goal for DBE participation is 4.8%. A separate goal has not been established for this procurement.
- b. The Contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Agreement. The Contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of this DOT-assisted contract. Failure by the Contractor to carry out these requirements is a material breach of this Agreement, which may result in the termination of this Agreement or such other remedy as District deems appropriate. Each subcontract the contractor signs with a subcontractor must include the assurance in this paragraph (see 49 CFR 26.13(b)).
- c. Contractor is required to document sufficient DBE participation to meet these goals or, alternatively, document adequate good faith efforts to do so, as provided for in 49 CFR 26.53. Award of this contract is conditioned on submission of the following:
  - i. The names and addresses of DBE firms that will participate in this Agreement;
  - ii. A description of the work each DBE will perform;
  - iii. The dollar amount of the participation of each DBE firm participating;
  - iv. Written documentation of the bidder/offeror's commitment to use a DBE subcontractor whose participation it submits to meet the contract goal;
  - v. Written confirmation from the DBE that it is participating in the contract as provided in the prime contractor's commitment; and
  - vi. If the contract goal is not met, evidence of good faith efforts to do so.
  - vii. Contractor must present the information required above prior to the execution of this Agreement. (see 49 CFR 26.53(3)).
- d. Contractor will be required to report its DBE participation obtained through race-neutral means throughout the period of performance of this Agreement.
- e. Contractor is required to pay its subcontractors performing work related to this Agreement for satisfactory performance of that work no later than 30 days after the Contractor's receipt of payment for that work from the District. In addition, the Contractor may not hold retainage from its subcontractors.
- f. The Contractor must promptly notify District whenever a DBE subcontractor performing work related to this Agreement is terminated or fails to complete

its work, and must make good faith efforts to engage another DBE subcontractor to perform at least the same amount of work. The Contractor may not terminate any DBE subcontractor and perform that work through its own forces or those of an affiliate without prior written consent of District.

5. Energy Conservation - The Contractor agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.
6. Federal Changes – Contractor shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Master Agreement between District and FTA, as they may be amended or promulgated from time to time during the term of this contract. Contractor’s failure to so comply shall constitute a material breach of this Agreement.
7. No Obligation By The Federal Government
  - a. The District and Contractor acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the Agreement, absent the express written consent by the Federal Government, the Federal Government is not a party to this Agreement and shall not be subject to any obligations or liabilities to the District, Contractor, or any other party (whether or not a party to that Agreement) pertaining to any matter resulting from the Agreement.
  - b. The Contractor agrees to include the above clause in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.
8. Program Fraud and False or Fraudulent Statements or Related Acts.
  - a. The Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. § § 3801 et seq. and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 C.F.R. Part 31, apply to its actions pertaining to this Project. Upon execution of the Agreement, the Contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the Agreement or the FTA assisted project for which the Services are being performed. In addition to other penalties that may be applicable, the Contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the Contractor to the extent the Federal Government deems appropriate.

- b. The Contractor also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. § 5307, the Government reserves the right to impose the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5307(n)(1) on the Contractor, to the extent the Federal Government deems appropriate.
  - c. The Contractor agrees to include the above two clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.
9. Notification to FTA; Flow Down Requirement – If a current or prospective legal matter that may affect the Federal Government emerges, the Recipient must promptly notify the FTA Chief Counsel and FTA Regional Counsel for the Region in which the Recipient is located. The Recipient must include a similar notification requirement in its Third-Party Agreements and must require each Third Party Participant to include an equivalent provision in its sub agreements at every tier, for any agreement that is a “covered transaction” according to 2 C.F.R. §§ 180.220 and 1200.220.

(1) The types of legal matters that require notification include, but are not limited to, a major dispute, breach, default, litigation, or naming the Federal Government as a party to litigation or a legal disagreement in any forum for any reason.

(2) Matters that may affect the Federal Government include, but are not limited to, the Federal Government’s interests in the Award, the accompanying Underlying Agreement, and any Amendments thereto, or the Federal Government’s administration or enforcement of federal laws, regulations, and requirements.

(3) *Additional Notice to U.S. DOT Inspector General.* The Recipient must promptly notify the U.S. DOT Inspector General in addition to the FTA Chief Counsel or Regional Counsel for the Region in which the Recipient is located, if the Recipient has knowledge of potential fraud, waste, or abuse occurring on a Project receiving assistance from FTA. The notification provision applies if a person has or may have submitted a false claim under the False Claims Act, 31 U.S.C. § 3729, et seq., or has or may have committed a criminal or civil violation of law pertaining to such matters as fraud, conflict of interest, bid rigging, misappropriation or embezzlement, bribery, gratuity, or similar misconduct involving federal assistance. This responsibility occurs whether the Project is subject to this Agreement or another agreement between the Recipient and FTA, or an agreement involving a principal, officer, employee, agent, or Third Party Participant of the Recipient. It also applies to subcontractors at any tier.

Knowledge, as used in this paragraph, includes, but is not limited to, knowledge of a criminal or civil investigation by a Federal, state, or local law enforcement or other investigative agency, a criminal indictment or civil complaint, or probable cause that could support a criminal indictment, or any other credible information in the possession of the Recipient. In this paragraph, “promptly” means to refer information without delay and without change. This notification provision applies to all divisions of the Recipient, including divisions tasked with law enforcement or investigatory functions.

10. Seat Belt Use. The Recipient agrees to implement Executive Order No. 13043, “Increasing Seat Belt Use in the United States,” April 16, 1997, 23 U.S.C. § 402 note, (62 Fed. Reg. 19217), by: (1) Adopting and promoting on-the-job seat belt use policies and programs for its employees and other personnel that operate company-owned vehicles, company-rented vehicles, or personally operated vehicles; and
- (2) Including a “Seat Belt Use” provision in each third-party agreement related to the Award.
11. Distracted Driving, Including Text Messaging While Driving – The Recipient agrees to comply with: (1) Executive Order No. 13513, “Federal Leadership on Reducing Text Messaging While Driving,” October 1, 2009, 23 U.S.C. § 402 note, (74 Fed. Reg. 51225);
- (2) U.S. DOT Order 3902.10, “Text Messaging While Driving,” December 30, 2009; and
- (3) The following U.S. DOT Special Provision pertaining to Distracted Driving: (i) *Safety*. The Recipient agrees to adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers, including policies to ban text messaging while using an electronic device supplied by an employer, and driving a vehicle the driver owns or rents, a vehicle Recipient owns, leases, or rents, or a privately-owned vehicle when on official business in connection with the Award, or when performing any work for or on behalf of the Award;
- (ii) *Recipient Size*. The Recipient agrees to conduct workplace safety initiatives in a manner commensurate with its size, such as establishing new rules and programs to prohibit text messaging while driving, re-evaluating the existing programs to prohibit text messaging while driving, and providing education, awareness, and other outreach to employees about the safety risks associated with texting while driving; and
- (iii) *Extension of Provision*. The Recipient agrees to include the preceding Special Provision of section 34(b)(3)(i) – (ii) of this Master Agreement in its third party agreements, and encourage its Third Party Participants to comply with this



Special Provision, and include this Special Provision in each third party sub agreement at each tier supported with federal assistance.

12. Buy America - The Vendor agrees to comply with 49 U.S.C. 5323(j) and 49 C.F.R. Part 661, which provide that Federal funds may not be obligated unless steel, iron, and manufactured products used in FTA-funded projects are produced in the United States, unless a waiver has been granted by FTA or the product is subject to a general waiver. General waivers are listed in 49 C.F.R. 661.7, and include final assembly in the United States for 15 passenger vans and 15 passenger wagons produced by Chrysler Corporation, and microcomputer equipment and software. Separate requirements for rolling stock are set out at 49 U.S.C. 5323(j)(2)(C) and 49 C.F.R. 661.11. Rolling stock must be assembled in the United States and have a 60 percent domestic content.

A bidder or offeror must submit to the FTA recipient the appropriate Buy America certification (below) with all bids or offers on FTA-funded contracts, except those subject to a general waiver. Bids or offers that are not accompanied by a completed Buy America certification must be rejected as nonresponsive. This requirement does not apply to lower-tier subcontractors.

**Certification requirement for procurement of steel, iron, or manufactured products.**

*Certificate of Compliance with 49 U.S.C. 5323(j)(1)*

The bidder or offeror hereby certifies that it will meet the requirements of 49 U.S.C. 5323(j)(1) and the applicable regulations in 49 CFR Part 661.5.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Company Name \_\_\_\_\_

Title \_\_\_\_\_

*Certificate of Non-Compliance with 49 U.S.C. 5323(j)(1)*

The bidder or offeror hereby certifies that it cannot comply with the requirements of 49 U.S.C. 5323(j)(1) and 49 C.F.R. 661.5, but it may qualify for an exception pursuant to 49 U.S.C. 5323(j)(2)(A), 5323(j)(2)(B), or 5323(j)(2)(D), and 49 C.F.R. 661.7.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Company Name \_\_\_\_\_

Title \_\_\_\_\_

**Certification requirement for procurement of buses, other rolling stock and associated equipment.**

*Certificate of Compliance with 49 U.S.C. 5323(j)(2)(C).*

The bidder or offeror hereby certifies that it will comply with the requirements of 49 U.S.C. 5323(j)(2)(C) and the regulations at 49 C.F.R. Part 661.11.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Company Name \_\_\_\_\_

Title \_\_\_\_\_

*Certificate of Non-Compliance with 49 U.S.C. 5323(j)(2)(C)*

The bidder or offeror hereby certifies that it cannot comply with the requirements of 49 U.S.C. 5323(j)(2)(C) and 49 C.F.R. 661.11, but may qualify for an exception pursuant to 49 U.S.C. 5323(j)(2)(A), 5323(j)(2)(B), or 5323(j)(2)(D), and 49 C.F.R. 661.7.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Company Name \_\_\_\_\_

Title \_\_\_\_\_

**13. Suspension and Debarment**

- a. This Agreement is a covered transaction for purposes of 49 CFR Part 29. As such, the Contractor is required to verify that none of the Contractor, its principals, as defined at 49 CFR 29.995, or affiliates, as defined at 49 CFR 29.905, are excluded or disqualified as defined at 49 CFR 29.940 and 29.945.
- b. The Contractor is required to comply with 49 CFR 29, Subpart C and must include the requirement to comply with 49 CFR 29, Subpart C in any lower tier covered transaction it enters into.

- c. By signing this Agreement, the Contractor certifies as follows: The certification in this clause is a material representation of fact relied upon by District. If it is later determined that the Contractor knowingly rendered an erroneous certification, in addition to remedies available to District, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The Contractor agrees to comply with the requirements of 49 CFR 29, Subpart C while this offer is valid and throughout the term of this Agreement. The Contractor further agrees to include a provision requiring such compliance in its lower tier covered transactions.
14. Clean Air - The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. §§ 7401 et seq. The Contractor agrees to report each violation to the District and understands and agrees that the District will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office. The Contractor also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.
15. Clean Water - The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq . The Contractor agrees to report each violation to the District and understands and agrees that the District will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office. The Contractor also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.
16. Lobbying – Contractor shall file the certification required by 49 CFR part 20, "New Restrictions on Lobbying." Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any District, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose the name of any registrant under the Lobbying Disclosure Act of 1995 who has made lobbying contacts on its behalf with non-Federal funds with respect to that Federal contract, grant or award covered by 31 U.S.C. 1352. Such disclosures are forwarded from tier to tier up to the recipient.

### **Certification for Contracts, Grants, Loans, and Cooperative Agreements**

The undersigned Contractor certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, *et seq.*)]
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

[Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Contractor, \_\_\_\_\_, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, apply to this certification and disclosure, if any.

\_\_\_\_\_ Signature of Contractor's Authorized Official

\_\_\_\_\_ Name and Title of Contractor's Authorized Official

\_\_\_\_\_ Date

16. Veterans Employment. As provided by 49 U.S.C. § 5325(k):

a. To the extent practicable, Contractor agrees that it:

1. Will give a hiring preference to veterans (as defined in 5 U.S.C. § 2108), who have the skills and abilities required to perform construction work required under a third party contract in connection with a capital project supported with funds made available or appropriated for 49 U.S.C. chapter 53, and

2. Will not require an employer to give a preference to any veteran over any equally qualified applicant who is a member of any racial or ethnic minority, female, an individual with a disability, or a former employee, and

b. Contractor also assures that its sub-contractor will:

1. Will give a hiring preference to veterans (as defined in 5 U.S.C. § 2108), who have the skills and abilities required to perform construction work required under a third party contract in connection with a capital project supported with funds made available or appropriated for 49 U.S.C. chapter 53, to the extent practicable, and

2. Will not require an employer to give a preference to any veteran over any equally qualified applicant who is a member of any racial or ethnic minority, female, an individual with a disability, or a former employee.

MEMORANDUM

Date: May 30, 2024

To: Tahoe Transportation District (TTD) Program Implementation Committee

From: George Fink, Transportation Services Director

Subject: Informational Update on Transit Performance Measures for Fiscal Year 2023

---

**Action Requested:**

It is requested that Committee members receive this informational update on Transit Performance Measures for fiscal year 2023. No action is requested.

**Fiscal Analysis:**

All expenditures associated with these items for the fiscal year are in the approved FY24 budget.

**Work Program Impact:**

All work associated with these efforts is captured under respective elements of the approved FY24/FY25 Work Programs, with corresponding allotted staff time under respective projects. Transit system performance monitoring aligns with Strategic Goal **SG-3** "Fund and operate regional multi-modal transportation systems."

**Background:**

TTD priorities are that transit is safe, efficient, and effective. Staff use performance measures to evaluate transit performance and ensure TTD remains accountable in the use and application of federal, state, and local funds. Although many statistics throughout the transit industry are similar, transit agencies, depending on their capabilities and needs, adopt different methodologies in the collection, measurement, analysis, and assessment of transit performance data.

For example, on-time performance is tracked, but is rarely useful without understanding the traffic and weather conditions during the tracking time. More plainly stated, TTD's buses are part of traffic too. The roadway network within the Tahoe basin does not support alternative routing to avoid traffic. The frequency of collisions performance measure can also be misleading, as providing transit in an environment with snow/ice, steep grades, and inexperienced tourists make fender benders quite common. TTD modifies this performance measure to a more specific definition of preventable versus non-preventable collisions. With collisions being more frequent, towing taking longer, and body repair often requiring an out-of-basin vendor, TTD maintains a much higher than federally recommended spare ratio (number of extra buses for service). The Federal Transit Administration (FTA) reviewers have examined

GF/ja

AGENDA ITEM: III.D.

the rationale behind the higher number and concur TTD has little choice but to maintain additional buses to ensure continuity of service.

TTD reports monthly and annually to the National Transit Database (NTD). NTD is the federal government's primary source for information and statistics on the transit systems of the United States. Statute requires that recipients or beneficiaries of grants from FTA under the Urbanized Area Formula Program (§5307) or Other than Urbanized Area (Rural) Formula Program (§5311) submit data to the NTD. Approximately 850 transit providers in urbanized areas (UZAs) currently report to the NTD through the cloud-based reporting system. These reports are processed through an algorithm to flag data outside of parameters or significantly different from the prior year. Transit providers then work with NTD analysts to explain the data differences. Once the analyst is satisfied, the NTD report is validated and published (Attachment A).

NTD reports provide audited data reported consistently throughout the United States. While there may be reasons why ridership went up or down in a specific area, under NTD, each agency knows that ridership is collected, processed, and reported in the same manner creating solid, comparable data sets.

NTD performance data are also used to apportion over \$5 billion of FTA funds to transit agencies in UZAs. Data submitted by agencies is important as it feeds directly into the funding formulas. FTA submits annual NTD reports to Congress summarizing transit service and safety data.

**Discussion:**

Staff prepared the table below to quickly review key performance metrics using NTD data sets. The following metrics are included:

**Unlinked Passenger Trips (UPT):** The number of passengers who board public transportation vehicles. Passengers are counted each time they board vehicles no matter how many vehicles they use to travel from their origin to their destination.

**Passenger Miles Traveled (PMT):** The cumulative sum of the distances ridden by each passenger.

**Vehicle Revenue Hours (VRH):** The hours that vehicles are scheduled to or actually travel while in revenue service. Vehicle revenue hours include layover and recovery time. Vehicle revenue hours exclude deadhead, operator training, vehicle maintenance testing, and other non-revenue uses of vehicles.

**Vehicle Revenue Miles (VRM):** The miles that vehicles are scheduled to or actually travel while in revenue service. Vehicle revenue miles include layover and recovery time. Vehicle revenue miles exclude deadhead, operator training, vehicle maintenance testing, and other non-revenue uses of vehicles.



**Operating Expenses (OE):** Operating expenses associated with the operation of the transit agency, classified by function or activity, and the goods and services purchased. The basic functions and object classes are defined in Section 5.2 and 6.2 of the Uniform System of Accounts (USOA). These are consumable items with a useful life of less than one year or an acquisition cost which equals the lesser of:

- The capitalization level established by the government unit for financial statement purposes, or
- \$5,000

Tahoe Transportation District Performance Measures					
	Base	Pandemic Era (March 2020 - May 2023)			
	FY 19	FY 20	FY 21	FY 22	FY 23
<b>Unlinked Passenger Trips</b>	<b>338,726</b>	<b>263,366</b>	<b>257,443</b>	<b>269,576</b>	<b>277,769</b>
YoY Change		-22.2%	-2.2%	4.7%	3.0%
<b>Annual Passenger Miles Traveled</b>	<b>1,370,080</b>	<b>1,068,375</b>	<b>1,042,161</b>	<b>1,053,441</b>	<b>1,077,023</b>
YoY Change		-22.0%	-2.5%	1.1%	2.2%
<b>Annual Vehicle Revenue Hours</b>	<b>35,918</b>	<b>32,988</b>	<b>30,858</b>	<b>28,294</b>	<b>22,912</b>
YoY Change		-8.2%	-6.5%	-8.3%	-19.0%
<b>Annual Vehicle Revenue Miles</b>	<b>560,449</b>	<b>504,726</b>	<b>477,627</b>	<b>423,821</b>	<b>336,294</b>
YoY Change		-9.9%	-5.4%	-11.3%	-20.7%
<b>Total Operating Expenses</b>	<b>\$ 5,802,716</b>	<b>\$ 5,313,577</b>	<b>\$ 5,852,063</b>	<b>\$ 6,131,022</b>	<b>\$ 6,147,197</b>
Operating Expense Change YoY (raw)		-8.4%	10.1%	4.8%	0.3%
Operating Expense Change YoY (adjusted for CPI)		-10.1%	6.7%	-0.8%	-3.2%
<b>Efficiency</b>					
<b>Operating Expense Per Vehicle Revenue Hour</b>	<b>\$ 161.55</b>	<b>\$ 161.08</b>	<b>\$ 189.64</b>	<b>\$ 216.69</b>	<b>\$ 268.30</b>
YoY Change		-0.3%	17.7%	14.3%	23.8%
<b>Operating Expense Per Vehicle Revenue Mile</b>	<b>\$ 4.24</b>	<b>\$ 4.97</b>	<b>\$ 5.62</b>	<b>\$ 5.82</b>	<b>\$ 5.71</b>
YoY Change		17.4%	12.9%	3.6%	-1.9%
<b>Effectiveness</b>					
<b>Unlinked Passenger Trips per Vehicle Revenue Hour</b>	<b>9.43</b>	<b>7.98</b>	<b>8.34</b>	<b>9.53</b>	<b>12.12</b>
<b>Operating Expense per Passenger Mile Traveled</b>	<b>\$ 4.24</b>	<b>\$ 4.97</b>	<b>\$ 5.62</b>	<b>\$ 5.82</b>	<b>\$ 5.71</b>
<b>Operating Expense per Unlinked Passenger Trip</b>	<b>\$ 17.13</b>	<b>\$ 20.18</b>	<b>\$ 22.73</b>	<b>\$ 22.74</b>	<b>\$ 22.13</b>
<b>CPI - San Francisco (BLS)</b>		<b>1.7%</b>	<b>3.4%</b>	<b>5.6%</b>	<b>3.5%</b>

This chart depicts the baseline year of 2019 and then the following pandemic years from March 2020 through May 2023. Here are some key observations:

- TTD's service fared better than most transit systems with only a 22% drop in ridership, where many more urban systems experienced 50% to 80% drops during the first year. Ridership continued to fall, at a lesser rate, the following year before gains began in FY 22.
- Transit provision (VRH & VRM) was down sharply in FY 23 as TTD grappled with attracting and retaining employees.

- Operating Expenses, especially when adjusted for inflation, are relatively flat year over year, but did not fall proportionally to the service levels of FY 23.
- As service levels are reduced, TTD's efficiency drops. This is likely due to the significant fixed costs being spread over TTD's relatively low levels of service rather than a systemic issue with budgeting.
- TTD's effectiveness continues to grow. Even as service levels are reduced, passengers migrate to use the remaining services.
- Lake Link microtransit began service in July 2022.

### **Management Information System**

While it may be beneficial to examine performance data in more finite gradations (e.g., route or stop level data), looking at the overall system performance is paramount. A transit system is the sum of its parts and each part must be scrutinized for performance, but the overall system health is key.

TTD's transit services have different roles in providing community mobility. Route 50 moves people throughout the communities of the south shore for a wide variety of trip purposes. Route 55 circulates more through neighborhoods and provides access and equity to diverse populations. Meanwhile, Routes 19 and 22 connect Nevada residences, medical services, and shopping of Carson City and Douglas County to the people living on the south shore and jobs at Stateline. Paratransit provides mobility for all trip purposes to the south shore's most vulnerable population.

The routes will all present differing performance metrics. The challenge is balancing the needs of the community and weaving together a system that works for everyone. TTD is fortunate to have invested in a myriad of data collection technology that all feeds into the Management Information System called The Reporting Solution.

The Reporting Solution is a software program that combines the various data sources and organizes it into Crystal Reports. There are many pre-made reports, but the program features robust support that will custom create reports as well. For example, perhaps one wants to know how many bicycles were carried on Route 50 in April of 2023. Answer: 111. Or perhaps how many parts were issued on May 16? Four tied to Work Order #39499.

All this data helps TTD staff answer questions on the state of the operation, the assets, the system, compliance, grant reporting, and so much more. If there is ever a question, just ask. Staff can likely get the data to answer it in a few minutes.

### **Additional Information:**

If you have any questions or comments regarding this item, please contact George Fink at (775) 589-5325 or [gfink@tahoetransportation.org](mailto:gfink@tahoetransportation.org)

### **Attachment:**

- A. 2022 NTD Report for Tahoe Transportation District

## 2022 Annual Agency Profile - Tahoe Transportation District (NTD ID 91092)

**Mailing Address:** 128 MARKET ST  
STATELINE, NV 89449-1001

**Website:** <http://www.tahoetransportation.org/>

### Geographic Coverage

<b>Primary Urbanized Area</b>	Lake Tahoe, CA-NV
<b>Square Miles</b>	37
<b>Population</b>	210,000
<b>Other Areas Served:</b>	
	Carson City, NV, Nevada Non-UZA
<b>Service Area Population</b>	150,242
<b>Service Area Sq. Miles</b>	73

### Service Consumed

<b>Annual Passenger Miles Traveled (PMT)</b>	1,053,441
<b>Annual Unlinked Trips (UPT)</b>	269,576
<b>Average Weekday UPT</b>	826
<b>Average Saturday UPT</b>	679
<b>Average Sunday UPT</b>	625

### Assets

<b>Revenue Vehicles</b>	20
<b>Service Vehicles</b>	6
<b>Facilities</b>	2
<b>Lane Miles</b>	
<b>Track Miles</b>	

### Service Supplied

<b>Annual Vehicle/Passenger Car Revenue Miles (VRM)</b>	423,821
<b>Annual Vehicle/Passenger Car Revenue Hours (VRH)</b>	28,294
<b>Vehicles Operated in Maximum Service (VOMS)</b>	13
<b>Vehicles Available for Maximum Service (VAMS)</b>	37

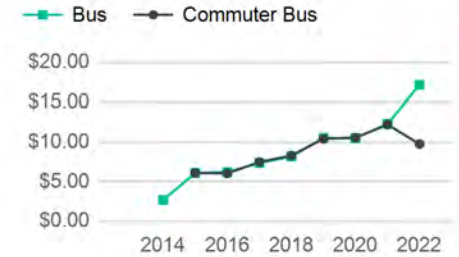
### Modal Characteristics

Mode	Directly Operated VOMS	Purchased Transportation VOMS	Annual Passenger Miles Traveled	Annual Unlinked Passenger Trips	Annual Vehicle Revenue Miles	Annual Vehicle Revenue Hours	Fixed Guideway Directional Route Miles
Commuter Bus	3	0	316,118	22,739	155,906	6,179	0.00
Bus	7	0	692,225	237,878	208,928	17,209	0.00
Demand Response	3	0	45,098	8,959	58,987	4,906	0.00
<b>Total</b>	<b>13</b>	<b>0</b>	<b>1,053,441</b>	<b>269,576</b>	<b>423,821</b>	<b>28,294</b>	<b>0.00</b>

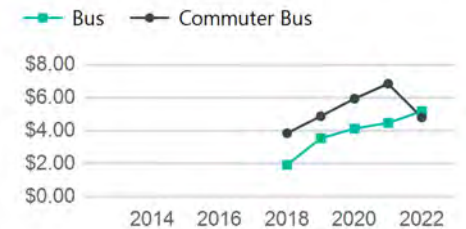
### Metrics

Mode	Service Efficiency		Service Effectiveness			
	OE per VRM	OE per VRH	UPT per VRM	UPT per VRH	OE per PMT	OE per UPT
Commuter Bus	\$9.75	\$246.08	0.1	3.7	\$4.81	\$66.87
Bus	\$17.18	\$208.53	1.1	13.8	\$5.18	\$15.09
Demand Response	\$17.32	\$208.30	0.2	1.8	\$22.66	\$114.07
<b>Total</b>	<b>\$14.47</b>	<b>\$216.69</b>	<b>0.6</b>	<b>9.5</b>	<b>\$5.82</b>	<b>\$22.74</b>

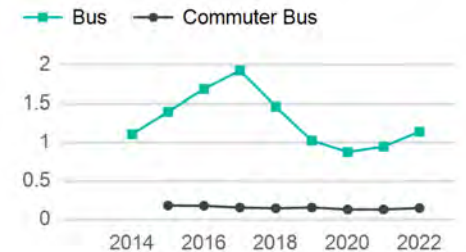
**Operating Expenses per Vehicle Revenue Mile**



**Operating Expenses per Passenger Mile**



**Unlinked Passenger Trip per Vehicle Revenue Mile**



## 2022 Annual Agency Profile - Tahoe Transportation District (NTD ID 91092)

### 2022 Funding Breakdown

#### Summary of Operating Expenses (OE)

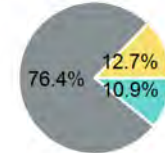
Labor	\$4,036,459	65.8%
Materials and Supplies	\$913,477	14.9%
Purchased Transportation	\$0	0.0%
Other Operating Expenses	\$1,181,086	19.3%
<b>Total Operating Expenses</b>	<b>\$6,131,022</b>	<b>100.0%</b>
<i>Reconciling OE Cash Expenditures</i>	<i>\$155,149</i>	

#### Sources of Operating Funds Expended

Directly Generated	\$762,527
Federal Government	\$5,354,210
Local Government	\$0
State Government	\$889,282
<b>Total Operating Funds Expended</b>	<b>\$7,006,019</b>

#### Operating Funding Sources

■ Directly Generated  
■ Federal Government  
■ Local Government  
■ State Government

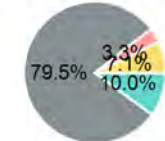


#### Sources of Capital Funds Expended

Directly Generated	\$480,924
Federal Government	\$3,806,550
Local Government	\$160,000
State Government	\$337,962
<b>Total Capital Funds Expended</b>	<b>\$4,785,436</b>

#### Capital Funding Sources

■ Directly Generated  
■ Federal Government  
■ Local Government  
■ State Government



#### Operating Expense Detail

Mode	Operating Expenses	Fare Revenues	Uses of Capital			
			Revenue Vehicles	Systems and Guideway	Facilities and Stations	Other
Commuter Bus	\$1,520,537	\$0	\$0	\$0	\$0	\$0
Bus	\$3,588,567	\$0	\$1,848,867	\$0	\$2,455,645	\$0
Demand Response	\$1,021,918	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$6,131,022</b>	<b>\$0</b>	<b>\$1,848,867</b>	<b>\$0</b>	<b>\$2,455,645</b>	<b>\$0</b>

### 2022 Asset Management

#### Transit Asset Management (TAM) Tier

Tier II

#### TAM Sponsor NTD ID

#### Metrics

#### Performance Measure - Asset - 2023 Target (% not in State of Good Repair)

Equipment - Trucks and other Rubber Tire Vehicles - 29%; Rolling Stock - BU - Bus - 60%; Rolling Stock - CU - Cutaway - 72%

Mode	Vehicles Operated in Max. Service	Vehicles Available for Max. Service	%Spare Vehicles	Avg. Fleet Age (yrs)
Commuter Bus	3	9	200.0%	7.0
Bus	7	20	166.7%	11.1
Demand Response	3	8	185.7%	12.1

p. 2 of 2

MEMORANDUM

Date: May 30, 2024

To: Tahoe Transportation District (TTD) Program Implementation Committee

From: Tara Frank, Transportation Planner

Subject: Informational Report on the Transit System for Winter 2024

---

**Action Requested:**

It is requested that Committee members receive this informational report on the transit system for winter 2024. No action is requested.

**Fiscal Analysis:**

All expenditures associated with these items for the fiscal year are in the approved FY24 budget.

**Work Program Impact:**

All work associated with these efforts is captured under respective elements of the approved FY24/FY25 Work Programs, with corresponding allotted staff time under respective projects. Transit system reporting aligns with Strategic Goal **SG-3** "Fund and operate regional multi-modal transportation systems."

**Background:**

Staff have created a new quarterly report titled "Transit Snapshot" for the Committee's consideration (Attachment A).

**Discussion:**

Staff will present the report and findings during the meeting.

**Additional Information:**

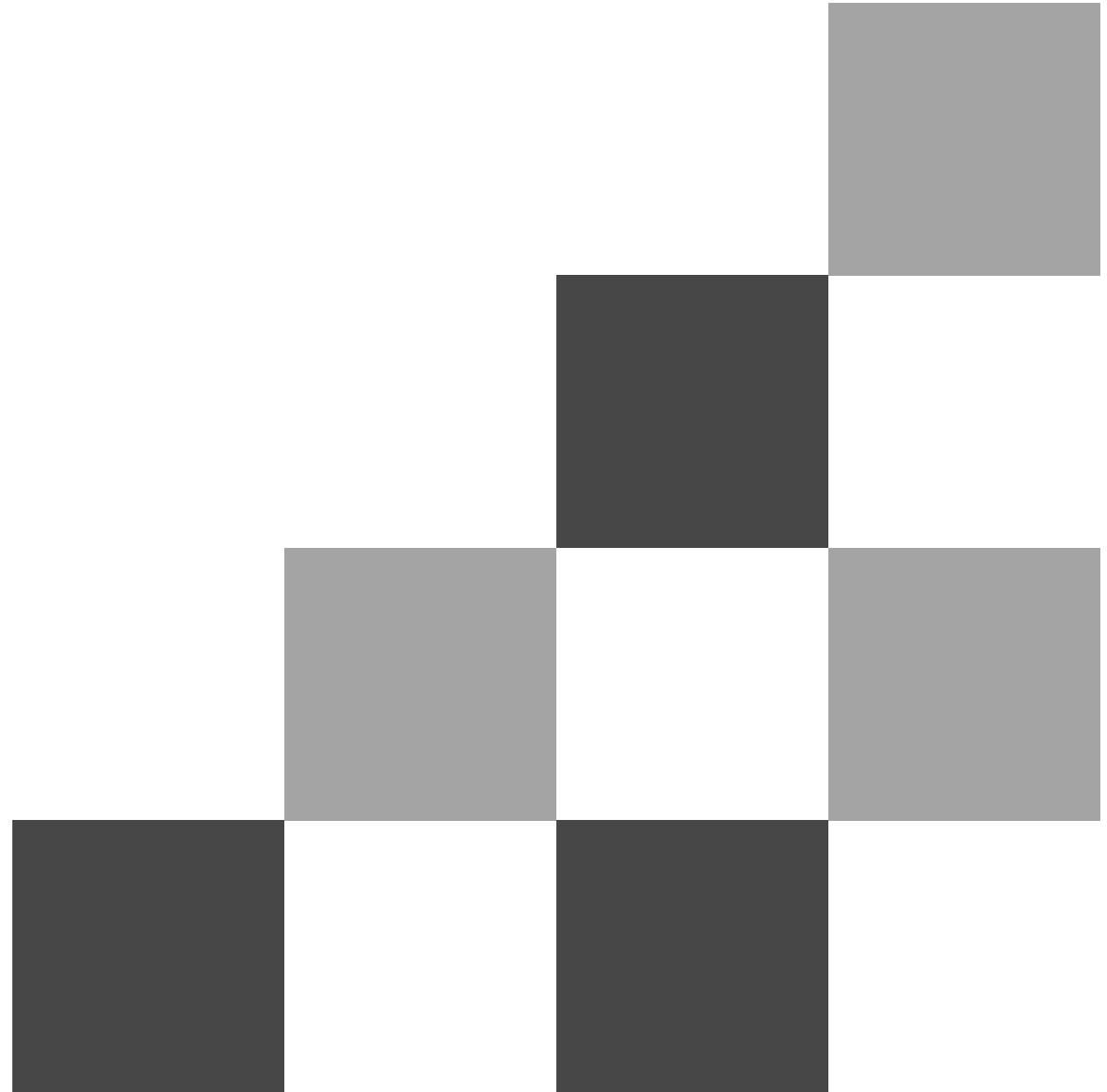
If you have any questions or comments regarding this item, please contact Tara Frank at (775) 589-5508 or [tfrank@tahoetransportation.org](mailto:tfrank@tahoetransportation.org)

**Attachment:**

A. Transit Snapshot Winter 2024

# Transit Snapshot

Winter 2024  
(January to March)





# Achievements and Highlights

Winter 2024

	HIGHLIGHT	Route 50's year-to-date productivity strengthens to over 23.5 passengers per hour
	<b>01</b>	
HIGHLIGHT		Miles between Road Calls exceeds the industry standard (this is great!) in February & March
<b>02</b>		
	HIGHLIGHT	East Shore Express will celebrate its 11 <sup>th</sup> year of summer operations
	<b>03</b>	



# Achievements

Continued - Winter 2024

**RELIABILITY IMPROVES**

Average number of days with service interruptions decreases by 300%, increasing service reliability significantly

4

**NEW TRANSIT SHELTERS**

Two new transit shelters installed—one along eastbound US 50 near Midway Rd. and one along Al Tahoe Blvd.

5

**SPECIAL EVENT SERVICE**

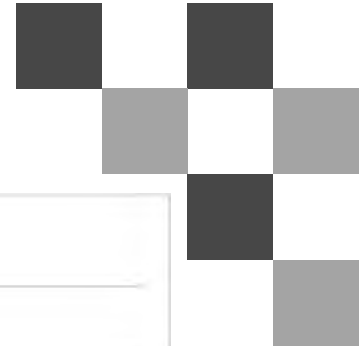
Route 50 Express service provided for select events at the Tahoe Blue Events Center

6





Tahoe Transportation  
DISTRICT



# Ridership Trends



TRANSIT SNAPSHOT REPORT | JANUARY THRU MARCH 2024



# Opportunities for Improvement

Winter 2024

**SYSTEM INTEGRATION**

TTD continues to work with microtransit to prevent duplicative services and integrate fixed route with the more nimble micro fleet.

1

**PROTERRA BUSES**

Most of the battery-electric bus fleet is down waiting on warranty parts. Parts are tied up in the Proterra bankruptcy and Phoenix purchase.

2

**DATA COLLECTION**

Challenges remain as staff work to implement new hardware and software. Staff turnover and lengthy training requirements have exacerbated the roll-out.

3



# Operator Shortages & Missed Service

Staffing Levels: Full-time Operators

## Winter 2024 Staffing Levels

➤ and effects on service ◀

### FT Operator need:

- Winter 2024 – average 89% staffed\*
- Fall 2023 – average 87% staffed

### FT Operator opening:

- Winter 2024 – 2 FT openings\*
- Fall 2023 – 3 FT openings

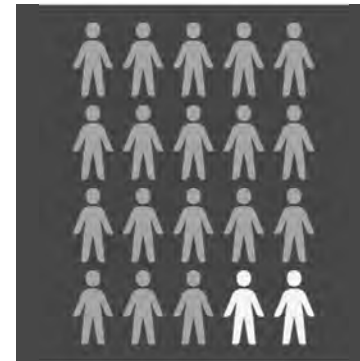
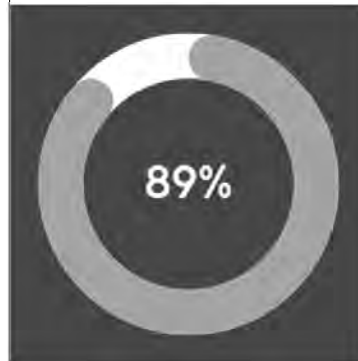
\*Steadily improving numbers reflect prior Board actions.

## Missed Service

Days with service interruptions:

- October - 12 days
- November - 6 days
- December - 4 days\*\*
- January - 4 days\*\*
- February - 0 days\*\*
- March - 1 days\*\*

\*\*days of service interruptions resulting from inclement weather tracked separately



**5**  
 Winter Days with  
 Service  
 Interruptions

**22**  
 Fall Days with  
 Service  
 Interruptions



# Measured Progress

Reduction in road calls by Quarter:

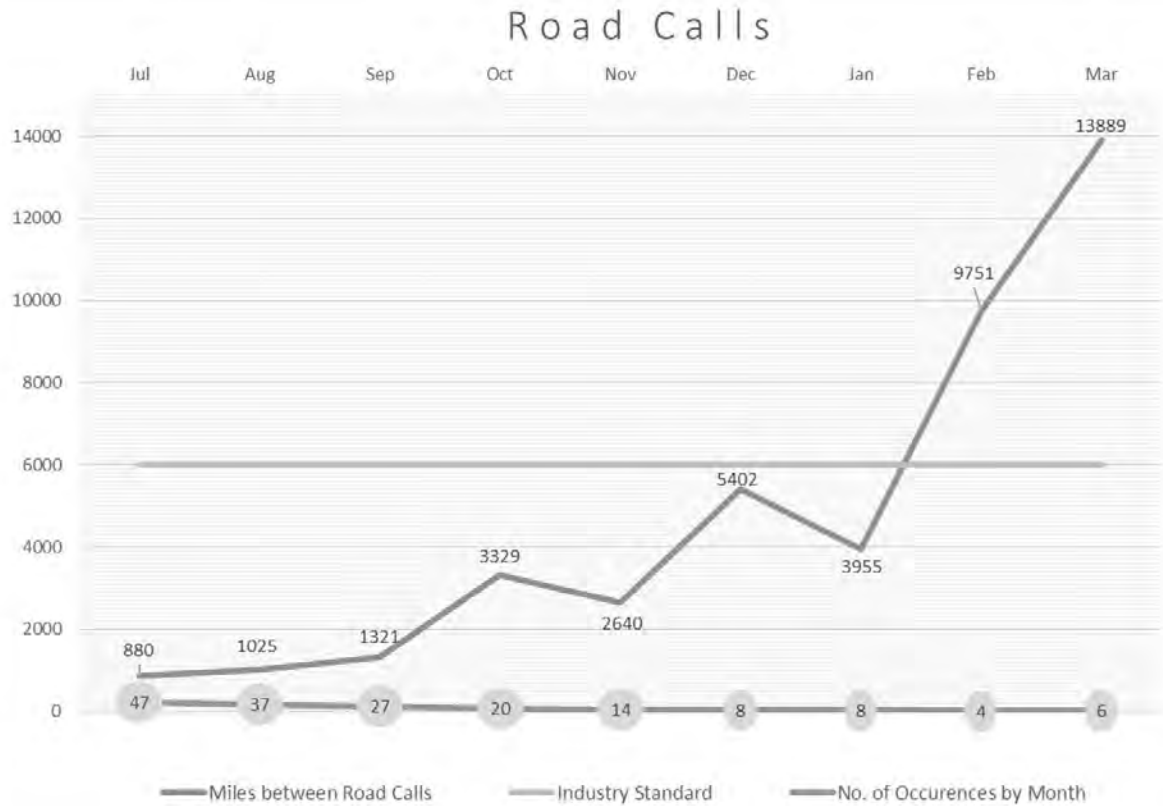
- 37** - Summer 2023 (July – September)
- 14** - Fall 2023 (October – December)
- 6** - Winter 2024 (January – March)



## Miles between Road Calls indicates increased reliability

Staff exceeds industry standard of:

**6,000** miles <<<



**INCREASE**



*Winter average of Miles between Road Calls improves significantly over industry standard*

The sharp improvement is a direct reflection of fleet replacement (new buses) and of filling the vacant fleet and facilities position in the fall.

MEMORANDUM

Date: May 30, 2024

To: Tahoe Transportation District (TTD) Program Implementation Committee

From: George Fink, Transportation Services Director

Subject: Informational Update on the State of Tahoe Transportation District's Service Fleet

---

**Action Requested:**

It is requested that Committee members receive this informational update on TTD's state of the fleet. No action is requested.

**Fiscal Analysis:**

All expenditures associated with these items for the fiscal year are in the approved FY24 budget.

**Work Program Impact:**

All work associated with these efforts is captured under respective elements of the approved FY24/FY25 Work Programs, with corresponding allotted staff time under respective projects. Fleet maintenance aligns with Strategic Goal **SG-3** "Fund and operate regional multi-modal transportation systems."

**Background:**

As the owner/operator of public transit services connecting communities within, and linking communities to Lake Tahoe, TTD owns two fleets of vehicles. These are referred to as "Revenue Vehicles" and "Non-Revenue Vehicles." Revenue Vehicles are the rolling stock used to provide revenue service for passengers. Non-Revenue Vehicles are all other equipment used in support of revenue service.

TTD has been designated a direct recipient of federal funds by the Governors of California and Nevada. One of the key responsibilities of a designated recipient is to maintain satisfactory continuing control of assets obtained with federal funds. A recipient of federal funds must ensure that Federal Transit Administration (FTA) funded property will remain available to be used for its originally authorized purpose throughout its useful life until disposition. To assist recipients in complying with satisfactory continuing control guidance, FTA requires that agencies who manage or operate FTA-funded capital assets used in providing public transportation services comply with the Transit Asset Management (TAM) rules.

TTD must complete several key actions to comply with the TAM rule, including developing a TAM plan and submitting two reports to the National Transit Database (NTD) annually: a data report and a narrative report.

**Develop a TAM plan.** TTD’s TAM Plan (Attachment B) aids staff in assessing the current condition of its capital assets, determining what the condition and performance of its assets should be, identifying unacceptable risks, including safety risks, in continuing to use an asset that is not in a state of good repair, and deciding how to best balance and prioritize reasonably anticipated funds towards improving asset condition and achieving a sufficient performance within those means.

**Complete NTD asset inventory module (AIM) report.** TTD develops an inventory of assets and reports the data and other information as required to the NTD asset inventory module report annually. Additional data required by NTD includes information used to calculate the TAM metrics.

**Conduct and report facility condition assessments.** TTD assesses the condition of all the capital assets in the TAM plan and reports the condition assessments to NTD.

**Set Performance Targets.** TTD sets targets annually for the performance of assets and submits those targets to NTD as part of the annual data submission. Each asset category has its own performance measure by which to set targets:

Performance Measure		Target
Rolling Stock	Percent of revenue vehicles exceeding useful life benchmark (ULB) <sup>1</sup>	30%
Equipment	Percent of revenue vehicles exceeding useful life benchmark (ULB)	25%
Facilities	Percent of facilities rated under 3.0 on the TERM scale	0% (TTD does not own any facilities)
Annual Miles between Mechanical Failures (MBMF)		6,000 miles

**Submit narrative report to the NTD.** TTD submits an annual narrative report to NTD that provides a description of any changes to the transit system from the previous year and describes the progress made during the year to meet the performance targets set in the previous reporting year.

TAM Plans must be updated every four years or as significant changes occur. TTD’s current TAM Plan was adopted in 2023 and will be revised once the new fleet arrives this summer.

**Discussion:**

TTD currently operates a revenue fleet of twenty-eight buses, three of which are scheduled for disposal this year, and a non-revenue fleet of seven vehicles. The revenue fleet is a mixture of bus types and manufacturers. Some of these buses date back to BlueGO service time. Other fleet has been obtained by TTD. Some vehicles have been transferred to TTD for \$1 per bus -

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<sup>1</sup> The expected lifecycle of a capital asset for a particular transit agency's operating environment or the acceptable period of use in service for a particular transit agency's operating environment.

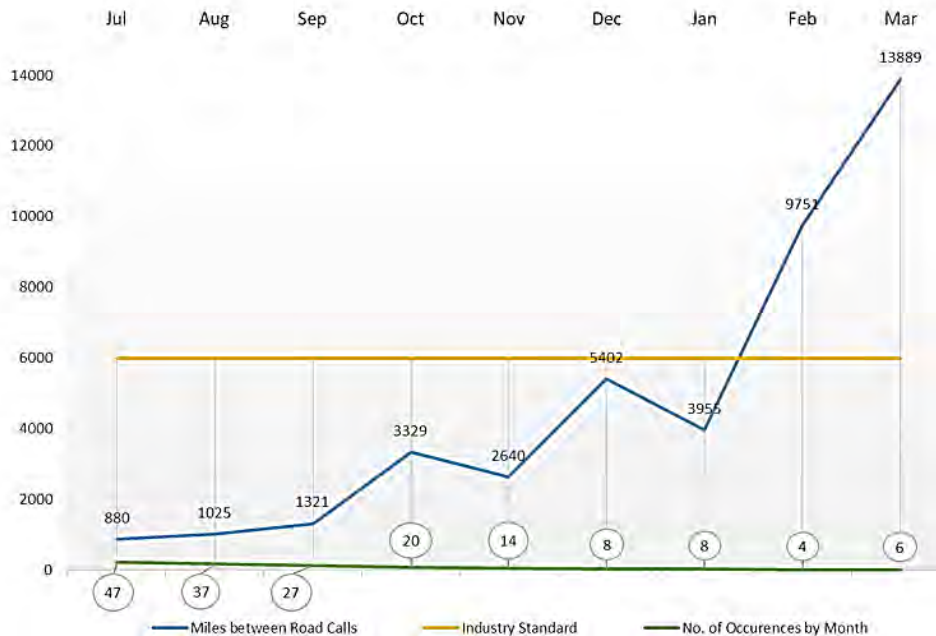
thank you RTC of Southern Nevada and Paratransit, Inc.! Attachment A depicts the age of the fleet and planned replacements.

Fleet reliability has been a struggle for the fleet inherited from BlueGO due to contractor maintenance practices, funding, staffing, and facility conditions which have all impacted the number of buses available for service. Staff have had to wait until the legacy buses are past their ULB and funding is available in order to purchase new vehicles.

As noted above, FTA requires TTD to set targets to help assess the state of the fleet. The table below illustrates prior, current, and planned future percentages of fleet beyond ULB. The first line labeled "Mixed" combines both the fixed route and paratransit fleets into a single fleet. Moving forward from 2025, the paratransit and fixed route fleets will be separate, with the paratransit fleet operating smaller, more reliable vans and the fixed route fleet moving to largely low-floor buses for durability and capacity. As discussed previously, non-revenue vehicles are support vehicles and equipment.

<i>Percentage of Fleet Beyond Useful Life Benchmark</i>									
Fleet	Goal	2023	2024	2025	2026	2027	2028	2029	2030
Mixed	< 30%	68%	44%						
Fixed	< 30%			24%	0%	0%	0%	5%	5%
Paratransit	< 30%			0%	0%	0%	0%	0%	25%
Non-Revenue	< 25%	29%	14%	14%	14%	29%	14%	17%	17%

As noted earlier, the adopted TAM plan has a target of an average of 6,000 Annual Miles between Mechanical Failures (MBMF). In 2023, TTD did not meet this target posting only an average of 2,963 MBMF. This is not surprising given that 68% of the revenue fleet is beyond the ULB. For 2024, with the addition of the new Gilligs into the fleet, miles between mechanical failures are up to 4,688 average year to date. However, the trend line is in the right direction. See graph below, excerpted from the winter 2024 transit snapshot.



New fleet added in the last five years:

- Three Proterra/Phoenix battery electric 35' buses
- One native 4x4 cutaway bus
- Four Gillig 29' buses

On order for June/July 2024 delivery:

- Four Gillig 29' buses
- Four Gillig 35' hybrid buses

Budgeted:

- Four ADA-accessible vans

Funded:

- \$600,000 for electric vans (FY19 §5339c Low-No). Active grant.
- \$2.98M for six gasoline vans and six electric vans (SB125). Currently on hold due to California budget deficit.

Current FY24 §5339c Low-No grant application request:

- Four Gillig 35' Hybrid buses
- Two Gillig 35' Hybrid trolleys

Staff are confident that the addition of new fleet and continued emphasis on preventive maintenance, along with supporting continuing education for maintenance staff will improve fleet reliability over the next few years. Although many challenges remain with the switch to electric vehicles, a crumbling maintenance facility, and ever-present funding challenges, TTD will continue to provide the maximum amount of safe, quality, service to Lake Tahoe communities.

**Additional Information:**

If you have any questions or comments regarding this item, please contact George Fink at (775) 589-5325 or [gfink@tahoetransportation.org](mailto:gfink@tahoetransportation.org)

**Attachments:**

- A. Fleet Planning Chart
- B. 2023 TAM Plan





Tahoe Transportation District

→ → → FLEET PLANNING → → →

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
103																					Van		Dedicated Paratransit		Planned
104																					Van		Dedicated Paratransit		Planned
106																					Van		Dedicated Paratransit		Planned
107																					Van		Dedicated Paratransit		Planned
202																					Gillig				
203																					Gillig				
204																					Gillig				
205																					Gillig				
206																					Gillig				
411																					Disposal		Applied		
413																					Gillig				
414																					Gillig				
415																					Disposal		Applied		
500																									
700																						Applied			
2301																									
2302																									
2303																									
2304																									
3290																									
3291																					Disposal				
3310																						Applied			
3311																					Gillig				
3312																						Applied			
3313																						Applied			
4001																									
4002																									
4003																									

<span style="background-color: #90EE90; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Useful Life Benchmark
<span style="background-color: #FFD700; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Beyond Useful Life Benchmark
<span style="background-color: #C0392B; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Long-Term Out of Service (>90 Days)
<span style="background-color: #4169E1; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Replacement Year

TTD Assumes Service from Bankrupt BlueGO

FAST Act Assigns Lake Tahoe Large UZA Status Services Move from Contract to Directly Operated

1st Electric Buses at Lake Tahoe Deployed

TODAY

Non-Revenue Fleet

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
1001 Chevrolet Equinox																				Toyota					
1004 Bobcat																								Disposal	
1005 Chevrolet 2500HD																								Budgeted	
1006 Toyota RAV4																							Budgeted		
1007 Ford F250 XL																									Planned
1008 Ford Van (2003)																							Budgeted		
2022 Toyota RAV4																									

GF/ja

# TAHOE TRANSPORTATION DISTRICT TRANSIT ASSET MANAGEMENT (TAM) PLAN

*The Tahoe Transportation District, in accordance with the Federal Transit Administration Transit Asset Management Plan (TAM) rule, is focused on the management of transit assets through the entirety of their lifecycles. This plan is a collection of transit asset inventory, condition assessments, and investment prioritization.*

*June 2023*

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## EXECUTIVE SUMMARY

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According to the Federal Transit Administration (FTA), Transit Asset Management (TAM) is a set of strategic and systemic processes and practices for managing performance, risks, and costs of transit assets across the entirety of their lifecycle in order to deliver service reliably, safely, and cost effectively. The TAM plan is a business model that prioritizes funding based on the condition of transit assets. Optimal prioritization of assets will keep transit systems in compliance with the State of Good Repair (SGR) benchmarks as determined by the FTA. An ideal TAM plan incorporates the people, processes, technology, data and the continual improvement to better support these assets over their lifecycle.

Smaller agencies are constantly challenged to do more with less, thus ensuring assets are well taken care of and cost-effectively managed to deliver the service needed becomes critical. The TAM Plan will help the Agency see the long-term investment needed to maintain our assets and making smart and sustainable investment decisions. The benefits of implementing a TAM Plan include:

- Improved transparency and accountability for safety, maintenance, asset use, and funding investments;
- Optimized capital investment and maintenance decisions;
- Data-driven maintenance decisions; and
- System safety and performance outcomes.

The consequences of an asset not being in an SGR include but are not limited to:

- Safety risks (determined by accidents per 100,000 miles);
- Decreased system reliability (On-time performance);
- Higher maintenance costs; and/or
- Diminished system performance (Missed trips due to mechanical issues/breakdowns).

In July of 2016, the FTA issued a final rule requiring transit agencies to maintain, document and report minimum TAM standards. Federal law requires recipients and sub-recipients of Federal dollars to develop a TAM plan that is implemented by October 1, 2018.

### **Transit Asset Management Plan Policy:**

The Tahoe Transportation District staff has developed this TAM plan to aide in:

- (1) Assessment of the current condition of capital assets;
- (2) Determine what condition and performance of its assets should be in according to FTA regulations if not currently in a SGR;
- (3) Identify risks including safety risks, in continuing to use that asset if it is not in SGR;
- (4) Deciding how to best balance and prioritize funding (revenues from all funding sources) to improve asset conditions and maintain performance standards within those fiduciary confines.

### **Agency Overview:**

In 1969, California and Nevada legislators agreed to a unique Compact for sharing Lake Tahoe resources/responsibilities. The two states and the U.S. Congress amended the Compact in 1980, with public law 96-551, which also established the Tahoe Transportation District (TTD). The agency is responsible for facilitating and implementing safe, environmentally positive, multi-modal transportation plans, programs and projects for the Lake Tahoe Basin, including transit operations.

The majority of TTD routes connect to the Stateline Transit Center (STC). STC provides a connection point to other regional transit services such as Amtrak, Lake Link, Taxis, TNCs, and various private transit services focused on customer movement. Apart from the transit connections offered at the STC, transfers to other regional transit services are offered at other locations within TTD system's routes (Kingsbury Transit Center, Lake Tahoe Community College Mobility Hub, and Y Transit Center).

TTD has an eclectic inventory of vehicles and capital assets, including:

- 35' Proterra ZX5 Battery Electric Buses
- Chevrolet Cutaways
- International Cutaways
- 35' Blue Bird/NABI Buses
- 35' NABI Buses
- Trolley

A full listing of revenue and non-revenue vehicles and capital assets can be found in Appendix A.

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## **SECTION 1: Introduction and Approach**

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TTD staff will use the TAM Plan as a management tool that combines available funding, replacement and rehabilitation processes, and performance measures with the outcome of operating and using assets within the SGR parameters.

### **1.1 Transit Asset Management Plan Elements:**

TTD Fixed Route and Paratransit services are currently operating under *Tier II* guidelines as outlined by the FTA in compliance with (49 CFR 625.45 (b) (1)). Tier II transit providers are defined as those transit agencies that do not operate rail fixed-guideway transportation systems and have either 100 or less vehicles in fixed route revenue service during peak regular service or have 100 or less vehicles in general demand response service during peak regular service hours.

As a Tier II entity, the TTD has four (4) TAM elements listed below that must be included in the final plan presented to the FTA:

- ✓ Inventory of Assets: A register of capital assets and information about those assets including rolling stock, facilities, and equipment
- ✓ Condition Assessment: A rating of the assets' physical state of those inventoried assets which TTD has direct ownership and capital responsibility
- ✓ Decision Support Tool: Analytic process/tool used to assist in capital investment prioritization needs
- ✓ Investment Prioritization: a prioritized list of projects or investments to manage or improve the SGR of capital assets

### **1.2 Asset Inventory and Condition Assessment:**

This TAM plan includes objectives and strategies that will optimize fleet and facility management to ensure alignment with the FTA reporting guidelines for the National Transit Database (NTD). TTD fleet assets are categorized in a hierarchical system in which various categories and subsequent asset classes are listed. Table 1.2.1 illustrates the Agency's current asset categories and classes.

**Table 1.2.1 Asset Hierarchy**

Asset Category	Examples	Performance Measure
Rolling Stock	Revenue service vehicles such as buses, cutaway buses, trolley buses, vans.	The percentage of revenue vehicles (by type) that exceed the useful life benchmark (ULB).
Equipment	Non-revenue service vehicles including automobiles, other rubber tire vehicles, and other steel wheel vehicles.	The percentage of non-revenue service vehicles (by type) that exceed the ULB.
Facilities	Administrative, maintenance, passenger, and parking facilities.	The percentage of facilities (by group) that are rated less than 3.0 on the Transit Economic Requirements Model (TERM)
Infrastructure *Not applicable in Tahoe	Fixed guideway, signal systems, and structures (bridges, tunnels, etc.).	The percentage of track segments (by mode) that have performance restrictions. Track segments are measured to the nearest 0.01 of a mile.

TTD utilizes The Reporting Solution as its Asset Control Management System. The Assets control system tracks all Capital Assets, items over \$5,000.00, from procurement to disposition. When items are procured, they are entered into The Reporting Solution as a Capital Asset. The Fleet and Facilities Manager is responsible for managing these assets and performing the preventative maintenance and repairs as needed.

Once the items are entered into The Reporting Solution a capital asset tag is placed on the item by TTD employees. The Asset tag number is entered into The Reporting solution along with the preventative maintenance intervals.

Yearly, these capital assets are reviewed by the Operations General Manager to perform condition assessments complying with State of Good Repair requirements of updates and the condition assessments are entered into The Reporting Solution and staff monitors the assessments via The Reporting Solution.

Regular Preventative Maintenance Inspections (PMI) will occur in compliance with each asset's manufacturer's recommendations. All inspections will be documented in The Reporting Solution to further track the condition of the asset using the following guide.

This practice ensures asset data is properly recorded for effective lifecycle management.

### **Condition Assessment – Vehicles:**

Condition rating for vehicles are expressed in terms of percentage of assets that are at or beyond the useful life benchmark (ULB) based on FTA Circular 9030.1D, paragraph 4.a. The ULB is defined as the expected lifecycle of a capital asset for the unique operating conditions of TTD including but not limited to: service frequency, weather, and geography. Because the ULB criteria are user defined, staff has taken into account the historical maintenance records, manufacturer guidelines, and the default ULB derived from the FTA. See Table 1.2.2.

**Table 1.2.2 Adopted Lake Tahoe Regional ULB**

Vehicle Type		Tahoe Adjusted ULB (in years)
AO	Automobile	8
BU	Bus	12
CU	Cutaway bus	7
	Other rubber tire vehicles	10
VN	Small Cutaway/Van	5

**Condition Assessment – Facilities and Facility Equipment:**

In order to determine a facility or facility piece of equipment condition, the FTA’s Transit Economic Requirements Model (TERM) is used. A TERM scale condition rating ranges from (5) Excellent to (1) Poor. Per the FTA TAM Final Ruling, assets with a condition rating of 3.0 and above are considered to be in a state of good repair. Assets with a condition rating of 2.9 or below are not considered to be in a state of good repair and may require prioritization during capital funds budgeting to ensure safe, efficient, and reliable transit service.

**Regional Transit Asset Management Targets**

TTD set regional asset management targets through the next four fiscal years using the adjusted ULB and FTA’s Transit Economic Requirements Model (TERM) scale.

**Transit Economic Requirements Model (TERM) Scale**

TERM Rating	Condition	Description
Excellent	4.8 – 5.0	No visible defects, near-new condition
Good	4.0 – 4.7	Some slightly defective or deteriorated components
Adequate	3.0 – 3.9	Moderately defective or deteriorated components
Marginal	2.0 – 2.9	Defective or deteriorated components in need of replacement
Poor	1.0 – 1.9	Seriously damaged components in need of immediate repair

Any defects identified, either through PMIs or from day-to-day use, shall also be documented in The Reporting Solution to help track the condition and life cycle cost of the asset.

Condition Assessment Reports shall be submitted to the Transit System Program Manager yearly, which shall be the basis for providing replacement funding on the year that each asset becomes age eligible.

As these assets become age eligible and or in need of replacement, TTD will prepare the appropriate documentation to facilitate such replacements.



Assets that have been replaced will be documented into The Reporting Solution and removed from the preventative maintenance cycle, and then they will be placed in auction or recycled. TTD currently uses various online sites and recycling vendors to handle asset disposition.

Proceeds from the sale or recycling of disposed assets will be returned to TTD.

### **Cost Analysis Tool**

TTD's Fleet and Facilities Department uses a life cycle cost analysis tool as part of its decision- making process when establishing and making changes to preventative maintenance intervals. This enables TTD to analyze the cost effects of alternative practices over the life of the equipment.

### **Decision Support Tools and Investment Prioritization:**

Part of the asset management process is to optimize and allocate limited funds based on the asset inventory and condition assessment. These tools are used to help achieve and maintain all assets in a state of good repair.

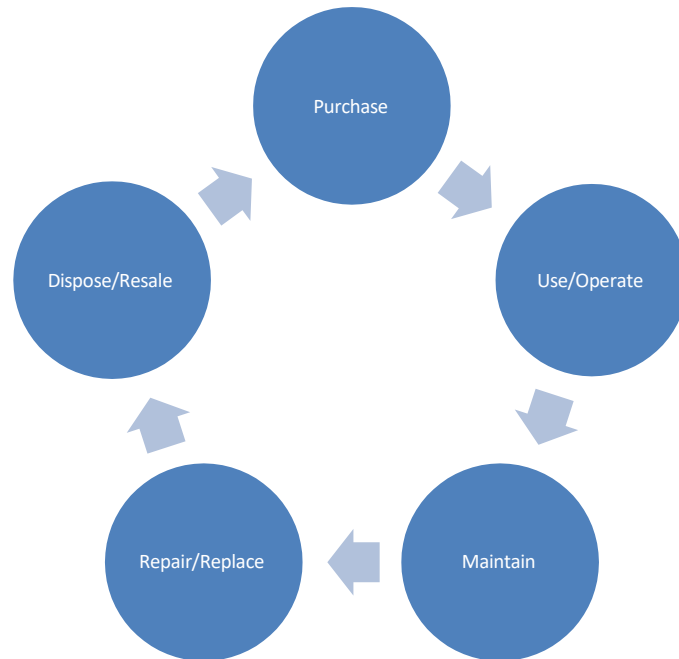
### **State of Good Repair (SGR) Standards:**

The TTD recognizes an asset as in the state of good repair if the following standards are met:

1. The asset must be in a condition sufficient for the asset to operate at full level of performance.
2. The asset must be able to perform its manufactured design function.
3. The use of the asset in its current condition does not pose an identified unacceptable safety risk and/or deny accessibility.
4. The assets lifecycle investment needs have been met or recovered.

The focus of the TTD is to provide safe, reliable and sustainable transportation options to the community. In order to accomplish this task, the TTD is always looking for opportunities to improve the management of our fleet and facilities. The TAM Plan is another tool which will allow the Authority to make informed and proper decisions by aligning all departments across all phases of Transit asset's lifecycle.

Figure 1.2.3 depicts a typical lifecycle of a transit asset.

**Figure 1.2.3**

The TAM Plan will help to coordinate the efforts of several departments; including: Transit, Procurement, Accounting, and Capital Projects.

### 1.3 Definitions:

***Accountable Executive:*** Single, identifiable person who has the ultimate responsibility of carrying out the safety management system of a public transportation agency, responsibility for carrying out the transit asset management practices, and control or direction over the human and capital resources needed to develop and maintain both the agency's public transportation agency safety plan, in accordance with 49U.S.C.532 (d), and the agency's transit asset management plan in accordance with 49 U.S.C.5326.

***Asset Category:*** A grouping of asset classes, including a grouping of equipment, a grouping of rolling stock, a grouping of infrastructure, and a grouping of facilities.

***Asset Class:*** A subgroup of capital assets within an asset category. For example, buses, trolleys, and cutaway vans are all asset classes within the rolling stock asset category.

***Asset Inventory:*** A register of capital assets, and information about those assets.

***Capital Asset:*** A unit of rolling stock, a facility, a unit of equipment, or an element of infrastructure

used for providing public transportation.

*Decision Support Tool:* An analytic process or methodology: (1) To help prioritize projects to improve and maintain the state of good repair of capital assets within a public transportation system, based on available condition data and objective criteria; or (2) To assess financial needs for asset investments over time.

*Direct Recipient:* An entity that receives Federal financial assistance directly from the Federal Transit Administration.

*Equipment:* An article of nonexpendable, tangible property having a useful life of at least one year.

*Exclusive-Use Maintenance Facility:* A maintenance facility that is not commercial and either owned by a transit provider or used for servicing their vehicles.

*Facility:* A building or structure that is used in providing public transportation.

*Full Level of Performance:* The objective standard established by FTA for determining whether a capital asset is in a state of good repair.

*Horizon Period:* The fixed period of time within which a transit provider will evaluate the performance of its TAM plan. FTA standard horizon period is four years.

*Implementation Strategy:* A transit provider's approach to carrying out TAM practices, including establishing a schedule, accountabilities, tasks, dependencies, and roles and responsibilities.

*Infrastructure:* The underlying framework or structures that support a public transportation system.

*Investment Prioritization:* A transit provider's ranking of capital projects or programs to achieve or maintain a state of good repair. An investment prioritization is based on financial resources from all sources that a transit provider reasonably anticipates will be available over the TAM plan horizon period.

*Key Asset Management Activities:* Lists of activities that a transit provider determines are critical to achieving its TAM goals.

*Life-Cycle Cost:* The cost of managing an asset over its whole life.

*Participant:* Tier II provider who participates in a group TAM plan.

*Performance Measure:* An expression based on a quantifiable indicator of performance or

condition that is used to establish targets and to assess progress toward meeting the established targets (*e.g.*, a measure for on-time performance is the percent of trains that arrive on time, and a corresponding quantifiable indicator of performance or condition is an arithmetic difference between scheduled and actual arrival time for each train).

*Performance Target:* A quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the Federal Transit Administration (FTA).

*Public Transportation System:* The entirety of a transit provider's operations, including the services provided through contractors.

*Public Transportation Agency Safety Plan:* A transit provider's documented comprehensive agency safety plan that is required by 49 U.S.C. 5329.

*Recipient:* An entity that receives Federal financial assistance under 49 U.S.C. Chapter 53, either directly from FTA or as a subrecipient.

*Rolling Stock:* A revenue vehicle used in providing public transportation, including vehicles used for carrying passengers on fare-free services.

*Service Vehicle:* A unit of equipment that is used primarily either to support maintenance and repair work for a public transportation system or for delivery of materials, equipment, or tools.

*State of Good Repair (SGR):* The condition in which a capital asset is able to operate at a full level of performance.

*Subrecipient:* An entity that receives Federal transit grant funds indirectly through a State or a direct recipient.

*TERM Scale:* The five (5) category rating system used in the Federal Transit Administration's Transit Economic Requirements Model (TERM) to describe the condition of an asset: 5.0—Excellent, 4.0—Good; 3.0—Adequate, 2.0—Marginal, and 1.0—Poor.

*Tier I Provider:* A recipient that owns, operates, or manages either (1) one hundred and one (101) or more vehicles in revenue service during peak regular service across all fixed route modes or in any one non-fixed route mode, or (2) rail transit.

*Tier II Provider:* A recipient that owns, operates, or manages (1) one hundred (100) or fewer vehicles in revenue service during peak regular service across all non-rail fixed route modes or in any one non-fixed route mode, (2) a subrecipient under the 5311 Rural Area Formula Program, (3) or any American Indian tribe.

*Transit Asset Management (TAM)*: The strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation.

*Transit Asset Management (TAM) Plan*: A plan that includes an inventory of capital assets, a condition assessment of inventoried assets, a decision support tool, and a prioritization of investments.

*Transit Asset Management (TAM) Policy*: A transit provider's documented commitment to achieving and maintaining a state of good repair for all of its capital assets. The TAM policy defines the transit provider's TAM objectives and defines and assigns roles and responsibilities for meeting those objectives.

*Transit Asset Management (TAM) Strategy*: The approach a transit provider takes to carry out its policy for TAM, including its objectives and performance targets.

*Transit Asset Management (TAM) System*: A strategic and systematic process of operating, maintaining, and improving public transportation capital assets effectively, throughout the life cycles of those assets.

*Transit Provider (provider)*: Recipient or subrecipient of Federal financial assistance under 49 U.S.C. Chapter 53 that owns, operates, or manages capital assets used in providing public transportation.

*Useful life*: Either the expected life cycle of a capital asset or the acceptable period of use in service determined by FTA.

*Useful life benchmark (ULB)*: The expected life cycle or the acceptable period of use in service for a capital asset, as determined by a transit provider, or the default benchmark provided by FTA.

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**SECTION II: Asset Inventory**


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The Tahoe Transportation District owns, operates and has a direct capital responsibility for the following assets. The TAM Plan is comprised of revenue vehicles and equipment (Table 2.1.1).

**Table 2.1.1: Capital Asset Inventory**

<b>Asset Listing</b>	<b>Total Number</b>	<b>Replacement Cost/Each</b>	<b>% Past ULB</b>	<b>Capital Need</b>
<b>Revenue Vehicles</b>	<b>23</b>			<b>\$6,575,000</b>
<i>35' Diesel Bus</i>	6	\$600,000	100%	\$3,600,000
<i>35' Battery Electric Bus</i>	3	\$950,000	-	-
<i>31' Trolley</i>	1	\$550,000	-	-
<i>Small Cutaway Bus</i>	8	\$200,000	100%	\$1,600,000
<i>Large Cutaway Bus</i>	5	\$275,000	100%	\$1,375,000
<b>Non-Revenue Vehicles/Equipment</b>	<b>7</b>			<b>\$75,000</b>
<i>Operations Vehicles</i>	3	\$35,000	33.3%	\$35,000
<i>Facilities Vehicles</i>	2	\$80,000	-	-
<i>Equipment</i>	1	\$110,000	-	-
<i>Fleet Vehicle</i>	1	\$40,000	100%	\$40,000

**Revenue Vehicles:**

Revenue vehicles are used in providing public transportation to the community we serve. These vehicles are used to transport passengers. The TTD owns 23 buses which provide fixed route service, commuter, and paratransit.

For a full listing of revenue vehicles, please refer to Appendix I.

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**SECTION III: Asset Condition Assessment**


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The revenue vehicles condition assessment includes assigning a condition rating to all rolling stock assets for which TTD owns or has direct capital responsibility. The TTD is using the ULB in years to assess the condition of each revenue vehicle.

**Table 3.1.1 Asset Condition Summary**

<b>Asset Category/Class</b>	<b>Total Number</b>	<b>Avg Age</b>	<b>Avg TERM</b>	<b>% Past ULB</b>
<b>Revenue Vehicles</b>	<b>23</b>	<b>10.5</b>	<b>2.09</b>	<b>83%</b>
<i>BU - Bus</i>	10	10	2.4	60%
<i>CU - Cutaway Bus</i>	13	11	1.77	100%
<b>Non-Revenue Vehicles/Equipment</b>	<b>7</b>	<b>7</b>	<b>3.43</b>	<b>29%</b>
<i>AO - Non-Revenue</i>	7	7	3.43	29%

As illustrated in the previous table, 83% of buses have met or passed their useful life benchmark. The TTD is working to replace buses according to the fleet replacement model to meet plan targets.

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## SECTION IV: Decision Support/Explanation

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Investment decision-making, including project selection, is a vital component to the continued growth and success of TTD. To this end, the following steps are taken in order to identify and prioritize projects, including but not limited to: maintenance, operations, IT, grants and finance, and procurement (Table 4.1.1)

**Table 4.1.1 Decision Support Process**

Step Number	Process
1	Review needs based on safety, deficiencies, asset ULB, customer demand, maintenance needs, new laws/regulations in place
2	Prioritize projects and identify funding sources for each
3	Develop official priority list and present to TTD Board if needed
4	Follow procurement, RFP or award process depending on funding sources used
5	TTD Board approval and contract awarded. Appropriate departments notified i.e. maintenance and ops for new revenue vehicles
6	Project/program implementation and monitoring

The performance targets for this plan are included in Table 4.1.2

**Table 4.1.2 Performance Targets**

Item Description	Actual	Target
All revenue rolling stock at or beyond ULB	83%	30%
All support vehicles / equipment at or beyond ULB	29%	25%
Annual Miles between Mechanical Failures	2,106 MBMF	6,000

In addition to the decision support process, staff uses a variety of other tools to make investment decisions such as: electronic software The Reporting Solution for fleet maintenance and replacement, investment planning, written policy manuals and the bus replacement schedule spreadsheet. Table 4.1.3 is an explanation of the decision support tools.



**Table 4.1.3 Explanation of Decision Support Tools**

<b>Documents</b>	<b>Description</b>
Fleet Management	The fleet maintenance plan includes PM schedules, work order process, fleet department responsibilities, and vendor contracts and inspections.
Procurement Manual	The procurement manual lists all FTA purchasing policies, contract/bidding requirements and regulations, asset purchasing procedures and asset disposal procedures.
TAM Plan	The TTD TAM plan contains the condition of assets (facilities, rolling stock, and equipment) used in providing public transportation. The plan is a guide to help plan optimal prioritization of funding in order to keep assets in a State of Good Repair (SGR). The TAM plan also includes capital asset inventory, condition assessment of assets, decision support tools and investment prioritization.

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**SECTION V: Investment Prioritization**


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Tahoe Transportation District intends to do on-going investment prioritization analysis to:

1. Determine what capital investments are needed, cost of each and when they need to be implemented in order to maintain SGR.
2. Rank SGR projects in order of priority.

Currently the Agency has identified 1 major project that is high priority (Table 5.1).

**Table 5.1 Investment Prioritization Projects**

Project Year	Project Name	Asset Category	Asset Class	Cost	Priority
2023	Fleet Renewal: 5339 NDOT	Revenue Vehicles; Passenger Facilities	BU; AO; VN	\$2,886,600	High
2023	Fleet Renewal: 5339 Lo- No	Revenue Vehicles	BU; AO; VN	\$3,400,000	High
2023	Fleet Renewal: 5339 Bus & Bus Facilities	Revenue Vehicles	BU; AO; VN	\$600,000	High

The bus replacement schedule can be found in Appendix B complete with timeframe and estimated cost associated with each purchase.

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**SECTION VI: Conclusion**

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The TTD’s TAM plan is considered a “living” document and it is important to review and revise it annually. As of January 1, 2023 the plan will help build the following fiscal year’s budget by serving as a baseline of asset performance and management. As more data and information is collected and recorded, additional goals will be included to support asset maintenance and replacement.

The Tahoe Transportation District TAM Plan will help the District to meet its goal of safe, efficient, reliable and accessible public transportation. Also, the TAM plan will also encourage and follow the State of Good Repair indicators and thus maintain or improve the condition of facility, rolling stock, and equipment assets.

The TAM plan will facilitate:

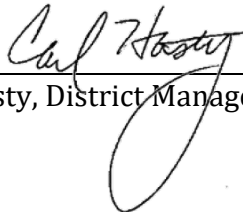
- ✓ Identifying and limiting safety risks
- ✓ Prioritizing investments
- ✓ Help to increase system reliability and accessibility
- ✓ Decrease in maintenance costs
- ✓ Increase of overall system performance

The accountable executive responsible for the implementation of the Transit Asset Management Plan is the TTD District Manager.

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**SECTION VII: Plan Approval**

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Carl Hasty, District Manager

July 18, 2023

Date

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**SECTION VIII: Appendices**

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- A. Asset Listings and TERM Ratings
- B. Bus Replacement Schedule
- C. Sample Documents
- D. Organization Chart
- E. Preventive Maintenance Inspection Checklists
- F. Contracts issued for Facility Equipment Maintenance repairs.

# Appendix A: Asset Listings and TERM Ratings

## Vehicles

FY 2023 Fleet List														
WIN	ID	Year	Make	Model	Length	Seating	Wheelchairs	Fuel Type	TERM Rating	TERM Condition	Asset Class	Age	UJLB	Retirement Year
Revenue Fleet														
1GBG312561230383	103	2016	Chevrolet		26	14	2	Diesel	2	Marginal	CU	17	7	2013
1GB6G5818F1242620	104	2015	Chevrolet	Eldorado Aerotech 220	22	16	2	Diesel	2	Marginal	CU	8	7	2022
1GB6G5817E1243600	106	2015	Chevrolet	Eldorado Aerotech 220	22	16	2	Diesel	1	Poor	CU	8	7	2022
1GB6G5816F1243426	107	2015	Chevrolet	Eldorado Aerotech 220	22	16	2	Diesel	3	Adequate	CU	8	7	2022
5WFA5AA18FH744589	202	2015	International	Eldorado Aero Elite 320	35	30	2	Diesel	2	Marginal	CU	8	7	2022
5WFA5AA18FH744592	203	2015	International	Eldorado Aero Elite 320	35	30	2	Diesel	1	Poor	CU	8	7	2022
5WFA5AA11FH744591	204	2015	International	Eldorado Aero Elite 320	35	30	2	Diesel	2	Marginal	CU	8	7	2022
5WFA5AA11FH744588	205	2015	International	Eldorado Aero Elite 320	35	30	2	Diesel	2	Marginal	CU	8	7	2022
5WFA5AA11FH744590	206	2015	International	Eldorado Aero Elite 320	35	30	2	Diesel	1	Poor	CU	8	7	2022
1GBE5V1G37G449311	411	2007	Chevrolet CS		22	26	1	Gasoline	2	Marginal	CU	16	5	2012
1GBE5V1G37F419535	413	2007	Chevrolet CS		22	26	1	Gasoline	2	Marginal	CU	16	5	2012
1GBE5V1G67F409661	414	2007	Chevrolet CS		22	26	1	Gasoline	1	Poor	CU	16	5	2012
1GBE5V1G37F419785	415	2007	Chevrolet CS		22	26	1	Gasoline	2	Marginal	CU	16	5	2012
4UZ489D790CF45346	700	2012	Trolley		31	27	2	Diesel	2	Marginal	BU	11	12	2024
1BDJ1BXA07F25196	3290	2008	BlueBird/NABI		35	36	2	Diesel	3	Adequate	BU	15	12	2020
1BDJ1BXA07F25195	3291	2008	BlueBird/NABI		35	36	2	Diesel	1	Poor	BU	15	12	2020
1N9B515189A140200	3310	2009	NABI		35	27	2	Diesel	1	Poor	BU	14	12	2021
1N9B51519A140201	3311	2009	NABI		35	27	2	Diesel	2	Marginal	BU	14	12	2021
1N9B51519A140202	3312	2009	NABI		35	27	2	Diesel	2	Marginal	BU	14	12	2021
1N9B51519A140248	3313	2009	NABI		35	27	2	Diesel	1	Poor	BU	14	12	2021
71Z7G13XM5000407	4001	2021	Proterra	ZX5	35	27	2	Electric	4	Good	BU	2	12	2033
71Z7G13XM5000408	4002	2021	Proterra	ZX5	35	27	2	Electric	4	Good	BU	2	12	2033
71Z7G13XM5000409	4003	2021	Proterra	ZX5	35	27	2	Electric	4	Good	BU	2	12	2033
2GNFLEE7E622078	1001	2014	Chevrolet	Equinox	N/A	N/A	N/A	Gasoline	2	Marginal	AO	9	8	2022
AHG814967	1004	2018	Bobcat	Toolcat	N/A	N/A	N/A	Gasoline	3	Adequate	AO	5	8	2026
1G0KVF1S1Z48645	1005	2018	Chevrolet	2500HD	N/A	N/A	N/A	Gasoline	4	Good	AO	5	8	2026
JTMRE18V10198866	1006	2018	Toyota	RAV4	N/A	N/A	N/A	Hybrid	4	Good	AO	5	8	2026
1FT7X2B6KED68719	1007	2019	Ford	F250 XL	N/A	N/A	N/A	Gasoline	3	Adequate	AO	4	8	2027
1FTS534L53HB94121	1008	2003	Chevrolet	Economline Van	12	9	2	Diesel	3	Adequate	AO	20	8	2011
4T3LWR1V3NY069335	1010	2022	Toyota	RAV4	N/A	N/A	N/A	Hybrid	5	Excellent	AO	1	8	2030
Non-Revenue Fleet														

### Passenger Facilities

Bus Stop ID	Bus Stop Name	PM Inspection Interval	TERM Rating	TERM Condition	Latitude	Longitude
1002	Hwy 28 at Tunnel Creek	Monthly	3.8	Adequate	39.23591859	6-119.929260946
1952	US 50/Al Tahoe Blvd (US Bank)	Monthly	3.8	Adequate	38.933582	-119.977887
1959	US 50/Bigler Ave	Monthly	3.8	Adequate	38.935338	-119.977575
1983	US 50/Lyons Ave (Middle School)	Monthly	3.8	Adequate	38.937441	-119.977124
1985	US 50/Takela Dr (Bank of America)	Monthly	3.8	Adequate	38.945782	-119.969906
2011	US 50/Rufus Allen Blvd (County Library)	Monthly	3.8	Adequate	38.945224	-119.97355
2012	US 50/Johnson Blvd (Safeway)	Monthly	3.8	Adequate	38.945466	-119.967076
2055	US 50/Wildwood Ave	Monthly	3.8	Adequate	38.950676	-119.95313
2085	South Y Transit Center	Monthly	3.8	Adequate	38.912993	-120.004823
2111	Staleline Transit Center	Monthly	3.8	Adequate	38.957737	-119.942151
4042	South Ave/3rd St (Barton Hospital)	Monthly	3.8	Adequate	38.912311	-119.997536
4052	3rd St (Tahoe Senior Plaza)	Monthly	3.8	Adequate	38.914436	-119.996612
4105	SR 207/Foothill Rd (Foothill Park and Ride)	Monthly	3.8	Adequate	38.92865	-119.83982
4107	SR 207/Foothill Rd (Foothill Park and Ride-EB)	Monthly	3.8	Adequate	38.92846	-119.83962
4148	Spruce Ave/Herbert Ave	Monthly	3.8	Adequate	38.938407	-119.960098
4159	US 50/Tallac Ave (Visitor/Senior Center)	Monthly	3.8	Adequate	38.940432	-119.97702
4168	Ski Run Blvd/Spruce Ave (Terry)	Monthly	3.8	Adequate	38.942615	-119.953461
4173	US 50/San Jose Ave (Lakeview Commons)	Monthly	3.8	Adequate	38.943074	-119.977105
4214	Pioneer Trail/Shepherds Rd	Monthly	3.8	Adequate	38.949149	-119.948151
4215	US 50/Ski Run Blvd	Monthly	3.8	Adequate	38.947952	-119.958706
4217	Pioneer Trail/Aspenwald Rd	Monthly	3.8	Adequate	38.948212	-119.94875
4231	Pioneer Trail/Moss Rd	Monthly	3.8	Adequate	38.95272768	-119.9466992
4233	US 50/Pioneer Trail (Holiday Inn Express)	Monthly	3.8	Adequate	38.953521	-119.946963
4287	SR 207/Market St	Monthly	3.8	Adequate	38.968327	-119.931485
4295	Kingsbury Transit Center	Monthly	3.8	Adequate	38.96934731	4-119.934787395
4356	Pioneer Trail/Moss Rd (7-11)	Monthly	3.8	Adequate	38.952531	-119.946931
4720	Douglas County Community/Senior Center (Herbig Park)	Monthly	3.8	Adequate	38.93356	-119.73997
5004	US 50/Wildwood Ave	Monthly	3.8	Adequate	38.95064	-119.952726
5006	US 50/Fairway Ave (Hotel Elevation)	Monthly	3.8	Adequate	38.946617	-119.963334
5016	Pioneer Trail/Glen Dr	Monthly	3.8	Adequate	38.950527	-119.947696
5017	Ski Run Blvd/Willow Ave	Monthly	3.8	Adequate	38.942648	-119.953148
5023	Al Tahoe/US 50 (LTUSD Offices)	Monthly	3.8	Adequate	38.934449	-119.976753

## Fixed Asset

Asset Tag	Description	TERM Rating	TERM Condition	Location/ Owner
738	AC Recovery Machine	3.5	Adequate	1669 Shop Street
779	AngelTrax Server	4	Good	Shop St.
51	Coats 6275 Mobile Hand Spin Balancer	3	Adequate	1669 Shop Street
60	Coats CHD-6330 HD Tire Changer	3	Adequate	1669 Shop Street
160	Electronic Farebox	1.5	Poor	1669 Shop Street
162	Electronic Farebox	1.5	Poor	1669 Shop Street
163	Electronic Farebox	1.5	Poor	1669 Shop Street
164	Electronic Farebox	1.5	Poor	1669 Shop Street
165	Electronic Farebox	1.5	Poor	1669 Shop Street
166	Electronic Farebox	1.5	Poor	1669 Shop Street
167	Electronic Farebox	1.5	Poor	1669 Shop Street
168	Electronic Farebox	1.5	Poor	1669 Shop Street
170	Electronic Farebox	1.5	Poor	1669 Shop Street
171	Electronic Farebox	1.5	Poor	1669 Shop Street
172	Electronic Farebox	1.5	Poor	1669 Shop Street
173	Electronic Farebox	1.5	Poor	1669 Shop Street
174	Electronic Farebox	1.5	Poor	1669 Shop Street
175	Electronic Farebox	1.5	Poor	1669 Shop Street
176	Electronic Farebox	1.5	Poor	1669 Shop Street
177	Electronic Farebox	1.5	Poor	1669 Shop Street
178	Electronic Farebox	1.5	Poor	1669 Shop Street
179	Electronic Farebox	1.5	Poor	1669 Shop Street
180	Electronic Farebox	1.5	Poor	1669 Shop Street
248	Electronic Farebox	1.5	Poor	Shop st
249	Electronic Farebox	1.5	Poor	1669 Shop Street
250	Electronic Farebox	1.5	Poor	1669 Shop Street
251	Electronic Farebox	1.5	Poor	1669 Shop Street
252	Electronic Farebox	1.5	Poor	1669 Shop Street
253	Electronic Farebox	1.5	Poor	1669 Shop Street
254	Electronic Farebox	1.5	Poor	1669 Shop Street
255	Electronic Farebox	1.5	Poor	1669 Shop Street
256	Electronic Farebox	1.5	Poor	4002
257	Electronic Farebox	1.5	Poor	1669 Shop Street
258	Electronic Farebox	1.5	Poor	1669 Shop Street
259	Electronic Farebox	1.5	Poor	1669 Shop Street
260	Electronic Farebox	1.5	Poor	1669 Shop Street
261	Electronic Farebox	1.5	Poor	Shop St
262	Electronic Farebox	1.5	Poor	1669 Shop Street
134	Electronic Farebox	1.5	Poor	1669 Shop Street
148	Electronic Farebox	1.5	Poor	1669 Shop Street
151	Electronic Farebox	1.5	Poor	1669 Shop Street
161	Genfare PEM Dispenser	2	Marginal	Market
131	GFI Server	3.5	Adequate	1669 Shop Street
596	Heavy Duty Code Reader (Diagnostic Machine)	3.5	Adequate	1669 Shop Street
788	LTCC Mobility Hub (Structure)	4.5	Good	1 College Dr, South Lake Tahoe, CA 96150
749	Mobile Pressure Washer	2	Marginal	Shop St
629	Mobile Revenue Vault	4	Good	1669 Shop Street
601	Mohawk Aligner	4	Good	1669 Shop Street
588	Mohawk Sensors	3.5	Marginal	1669 Shop Street
705	NAV Server	4.5	Good	Market
759	Parking Meter	4	Good	East Shore Trail, Incline Village
760	Parking Meter	4	Good	East Shore Trail, Incline Village
761	Parking Meter	4	Good	East Shore Trail, Incline Village
762	Parking Meter	4	Good	East Shore Trail, Incline Village
786	Parking Meter (Spare)	4.5	Good	Shop St
152	Portable Data Unit	2	Marginal	1669 Shop Street
275	Portable Data Unit	2	Marginal	1669 Shop Street
787	Portable Data Unit	2	Marginal	1669 Shop Street
221	Red Mohawk 4 Post Lift	4	Good	Shop Street
121	Sand Harbor Gate	3.5	Adequate	2005 NV-28, Incline Village, NV 89452
739	Scissor Lift	4.5	Good	1669 Shop Street
47	Sefac Mobile Column Lift # 1	4	Good	1669 Shop Street
102	Sefac Mobile Column Lift # 2	4	Good	1669 Shop Street
50	Sefac Mobile Column Lift # 3	4	Good	1669 Shop Street
48	Sefac Mobile Column Lift # 4	4	Good	1669 Shop Street
696	Shed/ Shelter for Mobile Revenue Vault	3	Adequate	1669 Shop Street
635	Stertil Koni Lift	4	Good	1669 Shop Street
636	Stertil Koni Lift	4	Good	1669 Shop Street
637	Stertil Koni Lift	4	Good	1669 Shop Street
638	Stertil Koni Lift	4	Good	1669 Shop Street
643	Stertil Koni Lift	4	Good	1669 Shop Street
644	Stertil Koni Lift	4	Good	1669 Shop Street
645	Stertil Koni Lift	4	Good	1669 Shop Street
646	Stertil Koni Lift	4	Good	1669 Shop Street
444	Yard Outdoor Security Cameras	2.5	Marginal	Shop St - Yard Security Outside
445	Yard Outdoor Security Cameras	2.5	Marginal	Shop St - Yard Security Outside
446	Yard Outdoor Security Cameras	2.5	Marginal	Shop St - Yard Security Outside
448	Yard Outdoor Security Cameras	2.5	Marginal	Shop St - Yard Security Outside
803	ABB 450 kW Overhead Charger	4.8	Excellent	1 College Dr, South Lake Tahoe, CA 96150
804	ABB 450 kW Overhead Charger	4.8	Excellent	1 College Dr, South Lake Tahoe, CA 96150
805	Proterra 60 kW Pedestal Charger	4.8	Excellent	1 College Dr, South Lake Tahoe, CA 96150
	771 Southwood Boulevard (vacant land)	2	Marginal	

Transit Asset Management (TAM) Plan

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### Appendix B: Bus Replacement Schedule

Bus Replacement Schedule						FY	2023					
	ID	Year	Make	Asset Class	Age	ULB	Retirement Year	TERM Rating	TERM Condition	FY24	FY25	FY26
Revenue Fleet	103	2006	Chevrolet	CU	17	7	2013	2	Marginal	X		
	104	2015	Chevrolet	CU	8	7	2022	2	Marginal	X		
	106	2015	Chevrolet	CU	8	7	2022	1	Poor	X		
	107	2015	Chevrolet	CU	8	7	2022	3	Adequate	X		
	202	2015	International	CU	8	7	2022	2	Marginal	X		
	203	2015	International	CU	8	7	2022	1	Poor	X		
	204	2015	International	CU	8	7	2022	2	Marginal	X		
	205	2015	International	CU	8	7	2022	2	Marginal	X		
	206	2015	International	CU	8	7	2022	1	Poor	X		
	411	2007	Chevrolet C5	CU	16	5	2012	2	Marginal		X	
	413	2007	Chevrolet C5	CU	16	5	2012	2	Marginal		X	
	414	2007	Chevrolet C5	CU	16	5	2012	1	Poor	X		
	415	2007	Chevrolet C5	CU	16	5	2012	2	Marginal	X		
	700	2012	Trolley	BU	11	12	2024	2	Marginal			X
	3290	2008	BlueBird/NABI	BU	15	12	2020	3	Adequate	X		
	3291	2008	BlueBird/NABI	BU	15	12	2020	1	Poor	X		
	3310	2009	NABI	BU	14	12	2021	1	Poor			X
	3311	2009	NABI	BU	14	12	2021	2	Marginal			X
	3312	2009	NABI	BU	14	12	2021	2	Marginal			X
	3313	2009	NABI	BU	14	12	2021	1	Poor			X
4001	2021	Proterra	BU	2	12	2033	4	Good				
4002	2021	Proterra	BU	2	12	2033	4	Good				
4003	2021	Proterra	BU	2	12	2033	4	Good				
Prior Year Revenue Fleet	102	2010	Chevrolet	CU	13	7	2017	0	Disposed	X		
	105	2015	Chevrolet	CU	8	7	2022	0	Disposed	X		
	200	2012	Ford	CU	11	7	2019	0	Disposed	X		
Non-Revenue Fleet	1001	2014	Chevrolet	AO	9	8	2022	2	Marginal	X		
	1004	2018	Bobcat	AO	5	8	2026	3	Adequate			X
	1005	2018	Chevrolet	AO	5	8	2026	4	Good			
	1006	2018	Toyota	AO	5	8	2026	4	Good			
	1007	2019	Ford	AO	4	8	2027	3	Adequate			X
	1008	2003	Chevrolet	AO	20	8	2011	3	Adequate			X
	1010	2022	Toyota	AO	1	8	2030	5	Excellent			



## Appendix C: Sample Documents

# Equipment Inventory and Intervals for PMI

#	Service	Yr Placed In	Orig Date	DESCRIPTION	VIN	Tag #	Life in month	Cost Basis	Year End Date	Months from Acquistion	When Asset is Fully Depreciate	
												84
TTD Fixed Asset Listing												
https://tahoeentransportation.sharepoint.com/sites/Data/Shared Documents/FINANCIAL/Grants Billing/Triennial Review Worksheets/4 - Satisfactor												
Days365f												
Transportation Fund Equipment:												
84	6/30/2011	8/23/2004	Bus Shelter Ski Run	SW Corner Ski Run/Spruce	32	38	7,920.38	7/31/2022	133	8/23/2014		
	6/30/2011	8/23/2004	Bus Shelter Ski Run	SE Corner Ski Run/Willow	33	38	7,920.38	7/31/2022	133	8/23/2014		
	6/30/2011	8/23/2004	Bus Shelter Lakeland Village	3535 ITR (Held's)	34	38	7,920.38	7/31/2022	133	8/23/2014		
	6/30/2011	8/23/2004	Bus Shelter Hwy 89 Sky Forest Acres - Moved to Middle School	50 Emerald Bay Road	35	38	7,920.38	7/31/2022	133	8/23/2014		
	6/30/2011	10/1/2005	Smart Card-FARE mgmt Sys	Tart Has	35	38	7,920.38	7/31/2022	133	8/23/2014		
84	6/30/2011	2/22/2008	2007 Glavel Titan	1GB15V1907F418859	31	104	92,370.21	7/31/2022	133	2/21/2020		
	6/30/2011	10/16/08	2007 BlueBird CA RE 3505S Diesel	1BDJLBXA97F255195	17	112	170,398.15	7/31/2022	133	10/23/2020		
	6/30/2011	10/23/08	2007 BlueBird CA RE 3505S Diesel	1BDJLBXA97F255196	21	112	170,754.63	7/31/2022	133	10/23/2020		
	6/30/2011	8/8/08	2008 Ford Aerotech	1FDME45S8XD86129	5	109	26,557.87	7/31/2022	133	8/8/2020		
	6/30/2011	2/4/2010	2009 NABI Model: 3SLFW -15 Diesel	1N93S15189A140200	40	127	282,066.49	7/31/2022	133	2/1/2022		
	6/30/2011	2/4/2010	2009 NABI Model: 3SLFW -15 Diesel	1N93S151X9A140201	43	127	282,066.49	7/31/2022	133	2/1/2022		
	6/30/2011	2/4/2010	2009 NABI Model: 3SLFW -15 Diesel	1N93S15119A140202	42	127	282,066.49	7/31/2022	133	2/1/2022		
	6/30/2011	2/4/2010	2009 NABI Model: 3SLFW -15 Diesel	1N93S15139A140248	44	127	282,066.49	7/31/2022	133	2/1/2022		
	08/19/10	08/19/10	Coats 6275 Mobile Hand Spin Balancer	100S402022	51	60	5,199.00	7/31/2022	143	8/19/2015		
	08/19/10	08/19/10	Coats CHD 4730 HD Tire Changer REPLACED BY:	GAE0910345	52	60	8,150.00	7/31/2022	143	8/19/2015		
	08/19/10	08/19/10	Coats CHD-6330 HD Tire Changer	10-38S3015	60	60	<\$5,000	7/31/2022	143	8/19/2015		
	08/19/10	08/19/10	Coats 143935 5-11.25 Adapter for Spin Balancer	3 Adapters, Sm, Med, Lg	N/A	60	<\$5,000	7/31/2022	143	8/19/2015		
	08/19/10	08/19/10	Sefac Mobile Column Lift # 1	Model 1200M65	47	60	4,350.00	7/31/2022	143	8/19/2015		
	08/19/10	08/19/10	Sefac Mobile Column Lift # 2	Model 1200M65	49	60	4,350.00	7/31/2022	143	8/19/2015		
	08/19/10	08/19/10	Sefac Mobile Column Lift # 3	Model 1200M65	50	60	4,350.00	7/31/2022	143	8/19/2015		
	08/19/10	08/19/10	Sefac Mobile Column Lift # 4	Model 1200M65	48	60	4,350.00	7/31/2022	143	8/19/2015		
	02/17/11	02/17/11	2009 Starcraft	1FDME45S68D852031	58	41	25,133.00	7/31/2022	137	7/17/2014		
	10/31/11	10/31/11	Server /Server License		36	36	3,379.57	7/31/2022	129	10/31/2014		
	12/01/11	12/01/11	CA Bus Shelter - Paradise Ave		88	120	14,300.00	7/31/2022	128	12/1/2021		
	12/01/11	12/01/11	CA Bus Shelter - Wildwood Ave #1 - Eastbound		89	120	24,295.00	7/31/2022	128	12/1/2021		
	12/01/11	12/01/11	CA Bus Shelter - Wildwood Ave #2 - Westbound		90	120	24,295.00	7/31/2022	128	12/1/2021		
	12/01/11	12/01/11	CA Bus Shelter - US 50 / Pioneer		91	120	13,000.00	7/31/2022	128	12/1/2021		
	04/25/12	04/25/12	2012 Glavel Entourage CNG Conv / Farebox / Security Cameras	1FDGFS5GYOCEA99041	98	108	168,628.00	7/31/2022	123	4/25/2021		
	05/01/12	05/01/12	GFI FareBox Bus 3314		96	36	14,151.65	7/31/2022	123	5/1/2015		
	05/01/12	05/01/12	GFI FareBox Bus 3315		179	36	14,151.65	7/31/2022	123	5/1/2015		
	05/01/12	05/01/12	GFI FareBox Bus 3316		144	36	14,151.65	7/31/2022	123	5/1/2015		
	05/01/12	05/01/12	GFI Hardware/Software		36	36	45,275.00	7/31/2022	123	5/1/2015		
	05/01/12	05/01/12	NV Bus Shelter - 207 Shady Lane		289	120	28,310.00	7/31/2022	123	5/1/2022		
	05/01/12	05/01/12	NV Bus Shelter - SR 207 / SR 206 #1		290	120	29,910.00	7/31/2022	123	5/1/2022		
	05/01/12	05/01/12	NV Bus Shelter - SR 207 / SR 206 #2		291	120	29,910.00	7/31/2022	123	5/1/2022		
	06/30/12	06/30/12	Microsoft NAV - Financial Software (50%)		60	60	29,696.68	7/31/2022	121	6/30/2017		
	06/30/12	06/30/12	GFI FareBox Bus 3297		280	36	15,814.69	7/31/2022	121	6/30/2015		
	06/30/12	06/30/12	GFI FareBox Bus 3298		172	36	15,814.69	7/31/2022	121	6/30/2015		
	06/30/12	06/30/12	GFI FareBox Bus 3301		134	36	15,814.69	7/31/2022	121	6/30/2015		
	06/30/12	06/30/12	GFI FareBox Bus 3302		175	36	15,814.69	7/31/2022	121	6/30/2015		
	06/30/12	06/30/12	GFI FareBox Bus 3303		148	36	15,814.70	7/31/2022	121	6/30/2015		



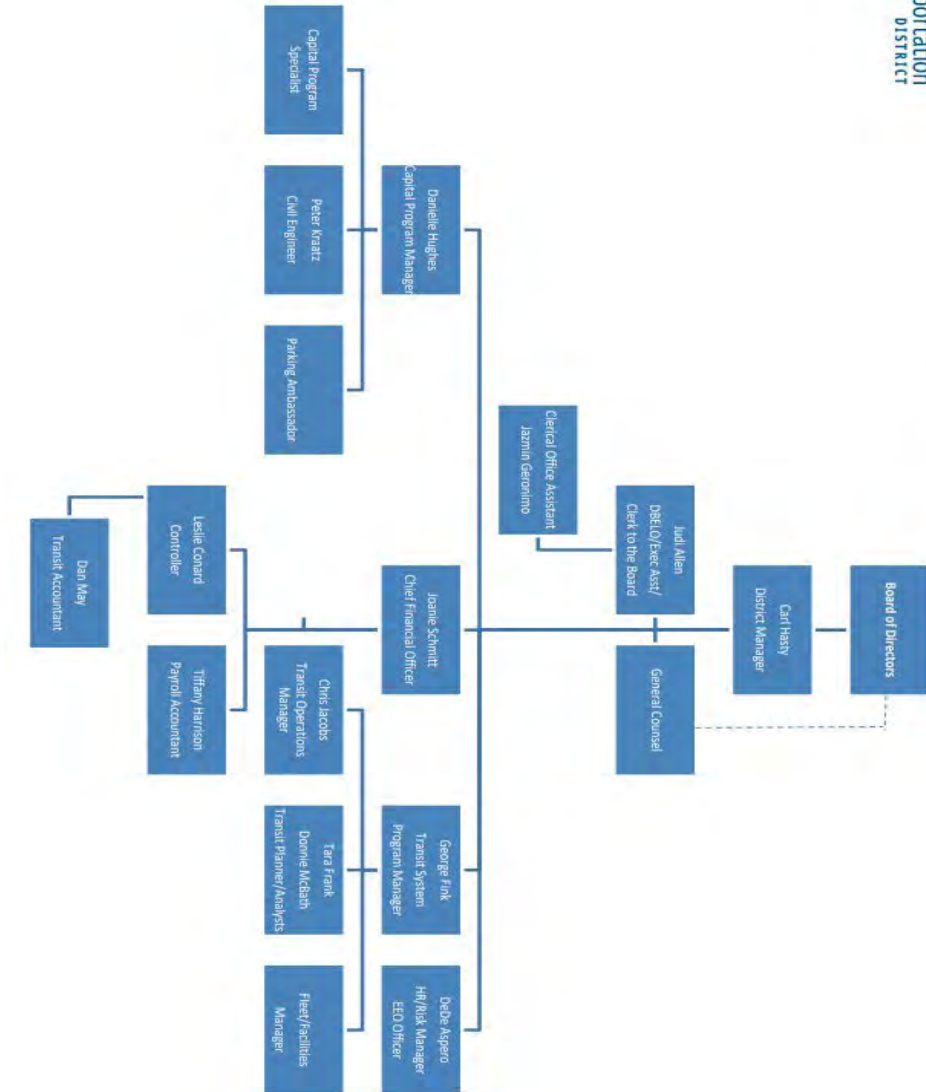
7/11/2012	7/11/2012	Trolley	4UZAB9D19DCFA5346	108	229,350.00	7/31/2022	121	7/11/2021
7/20/2012	7/20/2012	Sand Harbor Gate		60	26,229.00	7/31/2022	120	7/20/2017
8/21/2013	8/21/2013	Genfare Portable Data Unit		60	18,300.00	7/31/2022	107	8/21/2018
8/21/2013	8/21/2013	Genfare 15 - 41" Odyssey Electronic Fareboxes Incl 57480 Installation		120	183,262.50	7/31/2022	107	8/21/2023
8/21/2013	8/21/2013	Genfare 4 - 36" Odyssey Electronic Fareboxes Incl 51870 Install		120	48,870.00	7/31/2022	107	8/21/2023
8/21/2013	8/21/2013	Genfare - 1 - PEM Dispenser 2/Smart Card		60	16,845.00	7/31/2022	107	8/21/2018
10/31/2013	10/31/2013	NV Shelter		120	45,000.00	7/31/2022	105	10/31/2023
10/31/2013	10/31/2013	CA Shelter - Visitor Ctr		120	60,165.00	7/31/2022	105	10/31/2023
10/31/2013	10/31/2013	CA Shelter - El Dorado Beach		120	48,005.00	7/31/2022	105	10/31/2023
10/31/2013	10/31/2013	CA Shelter - Library		120	63,815.00	7/31/2022	105	10/31/2023
10/31/2013	10/31/2013	CA Shelter - Ski Run		120	48,117.50	7/31/2022	105	10/31/2023
1/23/2014	1/23/2014	CA Shelter to Pioneer #1 (Includes 1 prev STATA from WIP)		120	5,625.00	7/31/2022	102	1/23/2024
1/23/2014	1/23/2014	CA Shelter to Pioneer #2 (Includes 1 prev STATA from WIP)		120	5,625.00	7/31/2022	102	1/23/2024
1/23/2014	1/23/2014	CA Shelter to Pioneer #3 (Includes 1 prev STATA from WIP)		120	5,624.99	7/31/2022	102	1/23/2024
3/26/2014	3/26/2014	4 Post Lifts		60	29,437.28	7/31/2022	100	3/26/2019
10/24/2014	10/24/2014	Yard Security Cameras including installation		36	14,092.02	7/31/2022	93	10/24/2017
11/30/2014	11/30/2014	Farebox Portable Data Unit w freight		60	18,945.00	7/31/2022	92.00	10/30/2019
11/12/2014	11/12/2014	GFI 7 - 36" Odyssey Fareboxes Incl Freight		120	95,454.87	7/31/2022	93	11/12/2024
11/12/2014	11/12/2014	GFI 5 - 41" Odyssey Fareboxes Incl Freight		120	67,510.00	7/31/2022	93	11/12/2024
11/12/2014	11/12/2014	GFI 3 - 36" Odyssey Fareboxes		120	41,143.13	7/31/2022	93	11/12/2024
3/30/2015	3/30/2015	2006 Aerotech Z20 Chevy Duramax Diesel (Replace ARRA Bus)	1GBJG312561230383	60	25,670.00	7/31/2022	88	3/30/2020
07/31/15	07/31/15	2015 Eldorado Aero Elite 320 From WIPS	5WEASAM1H744588	84	132,197.34	7/31/2022	84	7/31/2022
07/31/15	07/31/15	2015 Eldorado Aero Elite 320 From WIPS	5WEASAM3H744589	84	132,197.34	7/31/2022	84	7/31/2022
07/31/15	07/31/15	2015 Eldorado Aero Elite 320 From WIPS	5WEASAMXHF1744590	84	132,197.34	7/31/2022	84	7/31/2022
07/31/15	07/31/15	2015 Eldorado Aero Elite 320 From WIPS	5WEASAM1H744591	84	132,197.34	7/31/2022	84	7/31/2022
07/31/15	07/31/15	2015 Eldorado Aero Elite 320 From WIPS	5WEASAM3H744592	84	132,197.34	7/31/2022	84	7/31/2022
12/7/2015	12/7/2015	2015 Eldorado Aero Tech Z20	1GB685BL7E1243600	60	93,740.01	7/31/2022	80	12/7/2020
12/7/2015	12/7/2015	2015 Eldorado Aero Tech Z20	1GB685BL8E1242620	60	93,740.01	7/31/2022	80	12/7/2020
12/7/2015	12/7/2015	2015 Eldorado Aero Tech Z20	1GB685BL6E1243426	60	93,740.01	7/31/2022	80	12/7/2020
12/31/2015	12/31/2015	2003 Ford Econoline Van	1FTTSS4L53H94121	48	5,598.00	7/31/2022	79	12/31/2019
1/29/2016	1/29/2016	Braun Wheelchair Lift Bus 103		60	5,091.70	7/31/2022	78	1/29/2021
3/21/2016	3/21/2016	Ecotane PRT Software System		60	11,400.00	7/31/2022	76	3/21/2021
3/21/2016	3/21/2016	Ecotane MDT Software for Android		60	9,600.00	7/31/2022	76	3/21/2021
01/31/14	01/31/14	2014 Chevy Equinox Transfer from General Fund to TO Fund on 7/1/2016		60	21,898.25	7/31/2022	102	1/31/2019
8/16/2017	8/16/2017	Mohawk Aligner		60	13,782.83	7/31/2022	60	8/16/2022
8/16/2017	8/16/2017	Mohawk 4 Sensor Set Cordless HD		60	12,650.92	7/31/2022	60	8/16/2022
10/20/2017	10/20/2017	Bobcat		60	41,536.56	7/31/2022	57	10/20/2022
11/3/2017	11/3/2017	Mobile Vault (Pumpkin)		60	56,378.00	7/31/2022	57	11/3/2022
10/20/2017	10/20/2017	Mobile Vault (Pumpkin) - Freight from Oct Delivery booked in Feb		60	505.00	7/31/2022	57	10/20/2022
2/23/2018	2/23/2018	2 - Set of 4 Jack Lifts		60	84,256.19	7/31/2022	53	2/23/2023
2/27/2018	2/27/2018	2018 Toyota RAV 4	JTMRRREV8D198866	60	29,888.51	7/31/2022	53	2/27/2023
3/26/2018	3/26/2018	2018 Chevy Silverado	1GDKULEV51Z248645	60	37,766.51	7/31/2022	49	3/26/2023
7/9/2018	7/9/2018	Heavy Duty Code Reader (Diagnostic Machine)	4901990091	60	2,720.74	7/31/2022	49	7/9/2023
1/7/2019	1/7/2019	2019 Ford F 250 S-DTY	1FTYX2B65KED68719	60	35,601.00	7/31/2022	43	1/7/2024
2/15/2019	2/15/2019	Shelker for Vault (Pumpkin)		60	7,350.00	7/31/2022	42	2/15/2024
5/31/2019	5/31/2019	2019 19" Electric Scissor Lift	GS30P-187354	60	12,200.00	7/31/2022	38	5/31/2024
6/17/2019	6/17/2019	AC Recovery Machine		60	6,679.42	7/31/2022	37	6/17/2024
07/27/19	07/27/19	Nabl Engine Replacement for Bus 3311 into service		30	47,626.89	7/31/2022	36	2/1/2022
10/1/2019	10/1/2019	LTC Mobility Hub		240	1,450,561.80	7/31/2022	34	10/1/2039
12/10/2019	12/10/2019	A-Z Bus Sales - Lift Assembly		36	5,057.75	7/31/2022	32	12/10/2022
12/31/2019	12/31/2019	Nabl Eng Replacement Bus 3312 Parts Excl Labor		25	46,982.14	7/31/2022	31	2/1/2022
1/17/2020	1/17/2020	Wheel Chair Ramp- NFL Parts		36	9,702.50	7/31/2022	30	1/17/2023

2/4/2020	Power Washer	60	24,996.19	7/31/2022	30	2/4/2025
2/7/2020	Wheel Chair Lift - NFL Parts	36	21,874.33	7/31/2022	30	2/7/2023
3/5/2020	Wheel Chair Ramp - NFL Parts	36	9,702.50	7/31/2022	29	3/5/2023
07/06/20	Wheel Chair Lift - NFL Parts	36	9,702.50	7/31/2022	25	7/6/2023
8/1/2020	Video Playback System-Rack Mount Server	36	5,899.90	7/31/2022	24	8/1/2023
08/09/20	Blious Shelter Construction	60	17,265.00	7/31/2022	24	8/9/2025
10/1/2020	Wheelchair Ramp - NFL Parts	36	9,702.50	7/31/2022	22	10/1/2023
11/19/20	Nabl Eng Replacement Bus 3313 Parts Excl Labor	14	49,439.80	7/31/2022	20	2/1/2022
12/31/20	LTC Mobility Hub	225	11,475.00	7/31/2022	19	10/1/2039
09/01/21	Portable Data Unit	36	6,526.02	7/31/2022	11	9/1/2024
12/2/2021	Nabl Eng Replacement Bus 3310 - Western NV Kenworth	2	47,402.44	7/31/2022	8	2/1/2022
6/1/2022	Wheelmaster Kit (Torque gun and Sales Tax)	60	8,836.72	7/31/2022	2	6/1/2027

# Appendix D: Organizational Chart

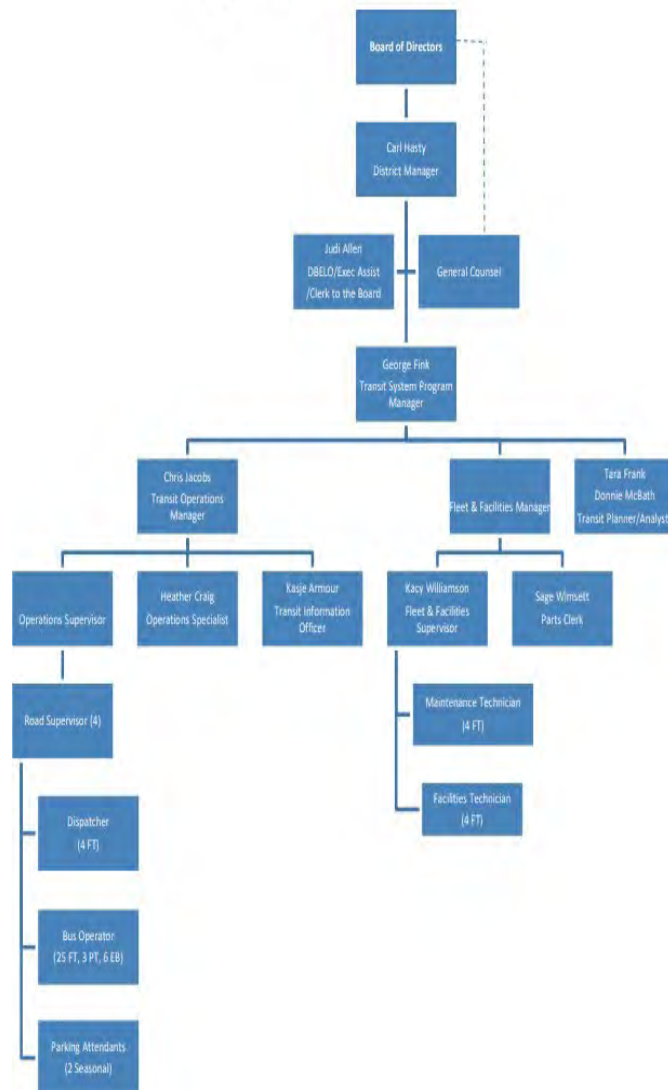


## Tahoe Transportation District Organizational Chart - Admin



Sept 2022

### Organizational Chart - Transit



Sept 2022

## **Appendix E: Preventive Maintenance Inspection Checklists**

- Per manufacturer specifications and/or as specified in the Vehicle Maintenance Plan (VMP).



**Vehicle Maintenance Plan**



**September  
2022**

**TTD  
Tahoe Transportation District**

*Prepared by Solutions for Transit for TTD*



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## VEHICLE MAINTENANCE PLAN

### SUBJECT

This document serves as the Vehicle Maintenance Plan (Plan) for the TTD non-revenue and revenue vehicles used for its transit operations.

The Tahoe Transportation District service is named TTD. TTD provides various services by area. The list below identifies the service as well as the annual mileage that each sub fleet travels each year. The mileage numbers are used as the driving force for all the maintenance functions listed in this document.

Fixed Route Fleet operates	810,402 Miles annually.
Paratransit Fleet operates	91,173 Miles annually.

Combined Total Miles of all Sub fleets	825,892 Miles annually.
After Training and Maintenance use	860,955 Miles annually.

TTD transit service is currently operated by TTD staff. The maintenance functions on all transit vehicles are also performed by TTD staff.

### BACKGROUND

In carrying out its responsibilities as a transit provider, TTD, as a Federal Transit Administration (FTA) grantee, acquired a number of vehicles used to administer, operate and maintain transit services. Providing adequate maintenance for these vehicles is an on-going process and is not accomplished without substantial cost and effort. TTD relies on FTA financial support to assist in this effort and developed this Maintenance Plan to comply with FTA requirements.

### REFERENCES

FTA C.5010.1D, Chapter IV, Equipment, Supplies and Rolling Stock – Management: “Adequate maintenance procedures must be developed and implemented to keep the property in good condition. These procedures should be consistent with the maintenance plan required of grantees for equipment funded

under 49 USC 5309 and 5307 and should be documented and available for audit or triennial review.”

FTA C9030.1D, Urbanized Area Formula Program: “FTA has established several policies that are meant to ensure that buses purchased or leased with Federal funds are maintained and remain in transit use for a minimum normal service life and to ensure that the buses acquired are necessary for regularly scheduled transit revenue service (i.e., to meet peak service requirements with a reasonable allowance for spares).”

#### *POLICY*

TTD shall have a current, written maintenance plan. The plan shall:

- Incorporate actions to maintain each vehicle type and model on a specific cycle.
- Identify the goals and objectives of the maintenance program
- Define the maintenance organization
- Assign responsibility for on-going maintenance
- Specify the maintenance activities
- Establish appropriate maintenance and inspection intervals
- Ensure performance efficacy, accountability and responsibility

#### *PURPOSE*

This maintenance plan puts written guidelines in place to ensure that an effective vehicle maintenance program is being implemented, ensuring that the federal, state, and local investments are being protected. In addition, this plan ensures that TTD assets remain in “Like New” condition while in service, providing reliable service to its customers. The plan outlines the

Maintenance Department's responsibilities to perform preventive maintenance and non-routine repair services on all TTD vehicles.

### ***MISSION STATEMENT***

"To provide outstanding customer support through state-of-the-art repair and vigorous preventive maintenance processes."

### ***GOAL AND OBJECTIVES***

TTD has a vehicle maintenance program in place that supports the following goals and objectives:

- Extending the vehicle life
- Reducing the frequency of road calls and meeting or exceeding a goal of 10,000 miles between failures
- Keeping the Vehicle Out of Commission (VOC) rate at or below 10%
- Tracking maintenance cost compared to total operating cost
- Complying with all Federal, State, and local laws and regulations

## **VEHICLES**

TTD owns a variety of vehicles used in the provision of transit service to the residents and riding public of the Tahoe Basin and surrounding areas. A complete inventory of vehicles is included as Appendix A.

## **FACILITIES**

### ***MAINTENANCE OPERATIONS***

TTD maintains maintenance operations and offices at 1663, 1669, and 1679 Shop Street, South Lake Tahoe, California. All of TTD vehicles are maintained at this facility.

### ***ADMINISTRATION***

The Tahoe Transportation Administration is located at 128 Market Street, Suite 3F Stateline, Nevada 89449 and houses the administrative functions as well as the ticket sales.

### *Transit Center/Mobility Hub*

TTD currently has two transit centers and 1 mobility hub: the Stateline Transit Center located at 4114 Lake Tahoe Boulevard, South Lake Tahoe, California, and the South Y Transit Center at 1000 Emerald Bay Road, South Lake Tahoe, California, and the Mobility Hub at 1 College Drive, South Lake Tahoe, California.

## **SAFETY PROGRAM**

- TTD mission of maintaining competitive cost is achieved in part by minimizing costs due to accidents.
- TTD goal of compliance is achieved in part by compliance with all safety-related laws, codes, and regulations. TTD also realizes that compliance is the minimum and will strive to exceed minimum safety requirements when appropriate.
- TTD accomplishes the above through the implementation of an Injury and Illness Prevention Program, Personal Protective Equipment Program, Lock-out Tag-out Program, and Hazard Communication Program.

## **ORGANIZATION**

The Maintenance Department has organizational responsibility for vehicle maintenance, inspections, and repairs. It is staffed with the following personnel:

- **Vehicle Maintenance Manager (VMM)** – responsible for the overall operations of the department
- **Vehicle Maintenance Supervisor (VMS)** – responsible for day-to-day operations of the Maintenance Department and the shifts they have been assigned. In addition, supervisors are responsible for all the documentation relating to the vehicles including warranty claims, work orders, and inspection tracking. The VMS is also responsible for all the documentation relating to the employees including disciplinary action, attendance, and emergency contacts.
- **Equipment Mechanics** – assigned duties from the shift supervisor. The duties are related to maintenance of the vehicles.
- **Parts/Stores Specialists** – assigned duties from the day shift supervisor. The duties are related to the parts ordering and stocking of parts used on TTD-owned equipment.

A current organization chart with names of staff is included in Appendix B.

## **CATEGORIES**

Vehicle repairs and preventive maintenance fall into three (3) basic categories:

*PREVENTIVE MAINTENANCE PROGRAM* - A well-defined and prudently managed Preventive Maintenance Program is the corner stone of every successful fleet operation.

The goal of a well-run Preventive Maintenance Program is to have limited In-Service Failures (Road Calls) Between Preventive Maintenance Inspections. The mileage goal of this maintenance program is 10,000 miles between road calls, which is above the national average goal of miles between road calls. TTD will respond to the request for a road call immediately.

*PREVENTIVE MAINTENANCE PROGRAM FOR ACCESSIBLE EQUIPMENT* – All of the TTD Transit vehicles are equipped with accessible features which are included in the Preventive Maintenance Inspections. Any discrepancies noted are repaired immediately according to Manufacturers recommendations. Copies of the inspection checklists are included in Appendix C.

A typical Preventive Maintenance Inspection (PMI) will include, but not be limited to:

- Engine oil and filter change
- Fuel and Air Filter change
- Transmission oil and filter change
- Differential oil change
- HVAC inspection and or service
- Wheelchair Lift/Ramp inspection and or service
- Lube chassis
- Bumper to bumper safety inspection
- Brake inspection
- Security Camera inspections
- Head sign inspection

In addition, the PMI will include the multi-item check list that touches on every wear item/system on the bus, followed by a road test to verify the serviceability of the bus. Inspection of all electrical equipment including video cameras, farebox, destination signs and radios is performed at this time.

The mileage indicators as shown on Page 11 (Preventive Maintenance Inspections), and the results of oil analyses regulate the PMI due dates.

The second part of every Preventive Maintenance Program is the defect repair work, which is every bit as critical to the success of a Preventive Maintenance Program as the inspection process itself. The quality of the repair work performed is the key to meeting the goal of 10,000 miles between road calls.

*TROUBLE/EMERGENCY/REPAIR SERVICES* - These services are of a non-preventive nature and usually denote a problem wherein a particular system, or piece of equipment is not working properly or is unable to be used; proper function is compromised or may be compromised in the short term, and the service occurs outside the preventive maintenance schedule.

Examples- Wheelchair lift not working, engine or transmission trouble code, farebox not working, etc.

*DRIVERS DEFECTS* - these services usually denote minor requests from the operators. The operators perform pre-trip and post-trip inspections on the vehicles during the course of their shift. If defects occur and these defects are minor, whereas the operator is able to complete their assigned run, the operator will document the defect on their DVIR. The Vehicle Maintenance Department will read through the DVIRs daily, create work orders, and assign mechanics to repair them.

Examples- Interior lamp out, squeaks or rattles, loose seat, head sign lamp out, etc.

## PROCEDURES

The Vehicle Maintenance Department assigns personnel to perform the required task(s) based upon the urgency and type of service required. The department performs maintenance and repairs as required in response to verbal requests, DVIR(s), and scheduled preventive maintenance inspections. The system works when all areas of the agency work together to meet TTD goals and vision. The basic procedural tasks are identified below. All procedural details are addressed more specifically in the Department's Standard Operating Procedures. Copies of the Maintenance Department Standard Operating Procures are located in Appendix D.

*FUELING AND DAILY FLUID CHECKS* – Fueling and daily fluid checks are handled by the operations during the pre and post trip inspections unless a coach is in for maintenance.

*UNSCHEDULED MAINTENANCE* – The Vehicle Maintenance Department performs unscheduled maintenance inspections and service of vehicles based on Drivers' Vehicle Inspection Report (DVIR) forms.

In addition, work orders are generated internally by the Maintenance Manager or Maintenance Supervisor, as dictated by empirical or newly-available data in the form of technical bulletins, manufacturer notifications, recall notifications, and the like.

*SCHEDULED PREVENTIVE MAINTENANCE* - TTD vehicles are serviced and maintained by Vehicle Maintenance personnel or contracted vendors in accord with the Preventive Maintenance Inspection checklist (see appendix C). Regular maintenance is performed to maintain all TTD assets in optimal operating condition. PMIs represent a key component of maintenance. These PMIs assess the condition of TTD assets on a routine basis. Deficiencies found during the PMIs are corrected immediately or scheduled for repair based on the nature of the task to be performed. Employees perform those tasks

that are within TTD resources and its personnel's scope of training. All other scheduled preventive maintenance is contracted with professionals who specialize in that specific area of expertise. An example of this would be the major body work. These repairs require specialized training and equipment.

**CONTRACTED MAINTENANCE ACTIVITIES** - The following items represent services for which TTD contracts presently:

Contracted Services (Informal Bids)

- Major Painting and Body Work
- Engine Rebuilding
- Transmission Rebuilding
- Towing
- Furnishing Nuts and Bolts
- Furnishing Supplies and Cleaning Supplies

Routinely Contracted Services (Blanket Purchase Orders)

- Glass Repair and Replacement

## PREVENTIVE MAINTENANCE

### PREVENTIVE MAINTENANCE INSPECTIONS

To arrive at the total number of Preventive Maintenance Inspections (PMI) needed to support each of TTD revenue fleets, the calculations shown below were used. The number of annual miles each subfleet traveled was divided by the inspection interval miles for that subfleet. This generates the actual number of Preventive Maintenance Inspections that the Vehicle Maintenance Department must budget work hours for.

Fixed Route Fleet operates	731,996 Miles annually.
Paratransit Fleet operates	93,896 Miles annually.
The miles after Maintenance and Training	861,00 Miles annually.
Local-Annual mileage 732,000 divided by P/M interval of 6,000 miles =	122
Paratransit - Annual mileage 94,000 divided by P/M interval of 4,500 miles =	20
Total Preventive Maintenance Inspections per year:	142

Fleets within these services may need special attention at earlier intervals. This is true when the vehicle is equipped with an engine with a particulate filter after-treatment device, or

when an oil sample analysis indicates a need for earlier drain intervals. The following is a list of the fleets within the services indicated above and the P/M intervals scheduled.



REVENUE VEHICLES

Model of Vehicle	PM Interval
Bluebird, NABI,	
Classic Trolley	6,000 miles between inspections
Cutaways	4,500 miles between inspections

NON-REVENUE VEHICLES

Model of Vehicle	PM Interval
All	6,000 miles between inspections

**PMI DEFECT REPAIRS**

Under ideal circumstances, the hours required to accomplish defect repair work generated by the PMI program will average two hours of repair work for each and every work hour that the PMI program itself uses.

**WORK GENERATED FROM THE OPERATIONAL SAFETY INSPECTION**

The Vehicle Maintenance Department tracks the Operational Safety Inspections (OSI) through The Reporting Solution. OSI's are performed every 45 days on every vehicle in order to comply with the California Highway Patrol requirements under the California Vehicle Code.



**SPECIAL PROJECTS/CAMPAIGNS**

TTD developed a process to identify and evaluate the continuing need for special projects and maintenance campaigns to repair, modify, refine, as well as engineer and implement processes and repairs to systems that have proven to be undependable and problematic.

**TRAINING**

The transit industry has become the testing arena for many new ideas that come along, good or bad. The pressure from the environmental groups, continuing clean air regulation changes, and electronic system integration makes the need for comprehensive training programs a reality.

TTD supports voluntary certification by the National Institute for Automotive Service Excellence (ASE). These include Automotive/Light Truck, Medium/Heavy Duty Truck, School Bus and Transit Certifications. The technicians taking the tests are responsible for paying for the registration and test fees upfront and provide a copy of the pass/fail report from American College Testing (ACT) to the Human Resource Department for reimbursement.



The solution is to develop our own high quality mechanics, in-house. That is the only way that TTD can be assured that we are truly in step with the times.

## **WARRANTY**

TTD uses The Reporting Solution program as warranty administration program to track items under warranty. The VMS ensures that warranty claims are made per the manufacturers' policies and paid in a timely fashion. The Maintenance Manager will also ensure that all manufacturers' policies are followed in repairing a warranted item. The Maintenance Manager is responsible for tracking and filing all warranty claims.

Every Request for Proposals for new vehicles will contain language ensuring a continued warranty on new vehicles purchased; providing TTD with the best possible course of action should problems arise during operation of these vehicles.

## **COMPARISON OF MAINTENANCE EFFICIENCY WITH PEERS**

Even with all the Maintenance slots filled, TTD is currently one of the most efficient maintenance departments in the transit industry.

TTD is currently at 7.42 buses per Equipment Mechanic.

In addition to the transit duties of these Equipment Mechanics, they are also responsible for the vehicles assigned to Public Works.

## **CALIFORNIA CLEAN AIR RESOURCE BOARD IMPACTS**

California air resource Board (CARB) rulings have a direct impact on the maintenance of our fleet. The Bus Fleet Rule must be followed and monitored to ensure compliance with CARB regulations. TTD has installed diesel particulate filters on 100% of its fixed route coaches and diesel oxidation catalysts on all of the paratransit vehicles

## VEHICLE EMISSIONS AND TESTING

A vehicle emissions program has been implemented to ensure that TTD is in compliance with Federal and State regulations regarding fleet vehicle emissions testing and reporting.

A Periodic Smoke Inspection Program was implemented in California in 1998. A Periodic Smoke Inspection (Opacity Test) shall be performed once a year on all diesel-powered vehicles greater than 6,000 GVWR. This work is performed by the contracted services technician. The tester (opacity meter) must meet state certification and print out a report for each vehicle that is stored on file for two years. Pre-1991 engines must meet 55% opacity and 1991 and newer must meet 40%. SAE J1667 Test Procedures must be followed using a SAE J1243 tester.

## DOCUMENTATION

TTD utilizes The Reporting Solution in its record-keeping system. The system is part of TTD plan to ensure a documented institutional record of maintenance activities. The system is

designed to maintain accuracy and order in information management and represents a complete inventory of TTD vehicle assets. TTD complete documentation system uses both electronic and hard copy components. As record-keeping media changes with improvements in material and supply management technology, TTD will update its media accordingly, but it will continue to contain the following foundational elements:

- A. Preventive Maintenance Inspection checklist(s) documenting inspections, repairs and other maintenance activities including warranty service
- B. Acquisition documents necessary to the maintenance function, including originals or copies of warranties, service contracts and agreements, purchase requisitions and orders, sales receipts, etc.

- C. Work Orders, completed by the Equipment Technician(s)
- D. Complete and verifiable asset inventory with current custody documentation
- E. A budget-tracking database to reconcile and support asset acquisition documentation
- F. TTD asset management plan

The fleet maintenance records are kept in The Reporting Solution where all data for PM work orders are entered. Permanent electronic repair and preventive maintenance files are kept on an offsite server that is backed up and verified on a regular basis. A permanent hard copy file is kept in the Vehicle Maintenance Manager's office. These files include scheduled maintenance and any other pertinent information about each vehicle.

### **RESPONSIBLE PARTY**

Responsibility for implementation and maintenance of this Plan rests with the Vehicle Maintenance Manager or designee.

Changes to this plan must be authorized by the Vehicle Maintenance Manager and comply with FTA regulations.

### **PLAN APPROVAL**

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George Fink Transit Systems Program Manager

\_\_\_\_\_

Date:

## APPENDICES

- A. Vehicle Inventory
- B. Organization Chart for the Vehicle Maintenance Department
- C. Preventive Maintenance Inspection Checklists
- D. Standard Operating Procedures
- E. Contracts issued for Facility Equipment Maintenance Repairs

# Appendix A: Vehicle Inventory

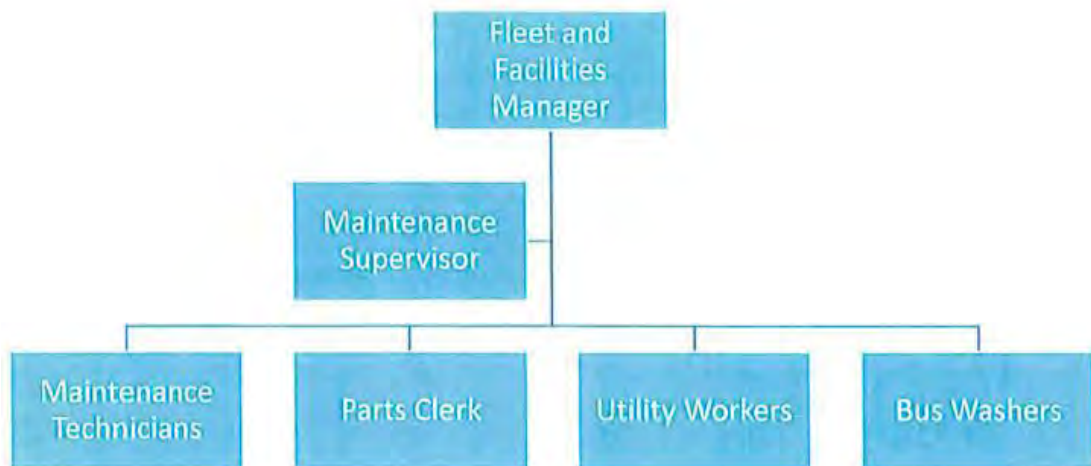
TTD Assignment	VIN	Chassis			Cutaway		Engine				Transmission	
		Year	Make	Model	Make	Model	Type	Displacement	Fuel	Serial Number	Make/Model	Serial Number
103	1GBJG312561290383	2006	Chevrolet	G3600	El Dorado	Aerotech	Chevy V8	8.6L	Diesel	VIN-2	Allison 1000	
104	1GBG56BL8F1242020	2015	Chevrolet	G4600	El Dorado	Aerotech	Chevy V8	6.6L	Diesel	LGH	Chevy 8L90	
106	1GBG56BL7F12436001	2015	Chevrolet	G4600	El Dorado	Aerotech	Chevy V8	6.6L	Diesel	LGH	Chevy 8L90	
107	1GBG56BL8F12434203	2015	Chevrolet	G4600	El Dorado	Aerotech	Chevy V8	6.6L	Diesel	LGH	Chevy 8L90	
202	5MEASAM35H1744588	2015	International	PC505	El Dorado	Aero Elite	Navistar Maxforce DT	7.6L	Diesel	2U3344202	Allison 2100 PTS	
203	5MEASAM35H1744592	2015	International	PC505	El Dorado	Aero Elite	Navistar Maxforce DT	7.6L	Diesel	2U3344194	Allison 2100 PTS	
204	5MEASAM1F1H744507	2015	International	PC505	El Dorado	Aero Elite	Navistar Maxforce DT	7.6L	Diesel	2U3344190	Allison 2100 PTS	
205	5MEASAM1F1H744586	2015	International	PC505	El Dorado	Aero Elite	Navistar Maxforce DT	7.6L	Diesel	2U3344204	Allison 2100 PTS	6311331470
206	5MEASAMXHF744590	2015	International	PC505	El Dorado	Aero Elite	Navistar Maxforce DT	7.6L	Diesel	2U3344196	Allison 2100 PTS	
411	1GBESV1G37F419811	2007	Chevrolet	C5600			Chevy V8	8.1L	Gasoline			
413	1GBESV1G17F419535	2007	Chevrolet	C5600			Chevy V8	8.1L	Gasoline			
414	1GBESV1G67F419891	2007	Chevrolet	C5600			Chevy V8	8.1L	Gasoline			
415	1GBESV1G27F419785	2007	Chevrolet	C5600			Chevy V8	8.1L	Gasoline			
700	4UZAB9DT930CFA3946	2013	Freightliner	XSS	HomeTown	Manitreet	Cummins L6 ISB	6.7L	Diesel	73403901	Allison 2100 PTS	6311134285
3290	1BDJLBXA07F255106	2007	Blue Bird / NABI	Xoel			Cummins L6 ISC	8.3L	Diesel	46780892	Allison	
3291	1BDJLBXA97F255105	2007	Blue Bird / NABI	Xoel			Cummins L6 ISC	8.3L	Diesel	46777518	Allison	
3310	1N83515189M140200	2009	NABI	LFM-15			Cummins L6 ISL	8.9L	Diesel	73055053	Allison B40DR	
3311	1N835151X9M140201	2009	NABI	LFM-15			Cummins L6 ISL	8.9L	Diesel	60342036	Allison B40DR	
3312	1N83515119M140202	2009	NABI	LFM-15			Cummins L6 ISL	8.9L	Diesel	73055041	Allison B40DR	6510908878
3313	1N89515139M140248	2009	NABI	LFM-15			Cummins L6 ISL	8.9L	Diesel	73052003	Allison B40DR	
4001	7JZT7G13JXMS000407	2021	Proterra	ZX5			Proterra DuoPower	N/A	Electric		Proterra 2 Gear	
4002	7JZT7G13JXMS000408	2021	Proterra	ZX5			Proterra DuoPower	N/A	Electric		Proterra 2 Gear	
4003	7JZT7G13JXMS000409	2021	Proterra	ZX5			Proterra DuoPower	N/A	Electric		Proterra 2 Gear	
<b>Non Revenue Vehicles</b>												
1001	2GNLEEK7E6222070	2014	Chevrolet	Equinox			Chevy L4	2.4L	Flex Fuel	LEA	Chevy 6T45	
1004	AHG814867	2018	Bdcart	5600			Dodgean L4 D2ANAP	2392cc	Diesel	112999LEU00	Hydraulic	N/A
1005	1GCKKUEY1JZ246645	2018	Chevrolet	2500HD			Chevy V8	6.6L	Diesel	LSP	Allison 1000	
1006	JTMRJRE18J0198966	2018	Toyota	RAV4			Toyota L4	2.5L	Gas Hybrid	2AR-FXE	Toyota P314	
1007	1FT7X2B65ED086719	2019	Ford	F-250 XL SD			Ford V8	6.2L	Flex Fuel	VIN46	Ford F8100	
1010	4T3LWRP73M069336	2022	Toyota	RAV4 LE AWD			Toyota L4	2.5L	Gas Hybrid			
1008	1FTSS3AL53H894121	2003	Ford	E-350 SD			Ford V8	5.4L	Gasoline	VIN-L	Ford 4R100	



Tag No	Asset Type	Re-issued Tag No	Date Recorded	Description	VIN/Model	Capital Asset	Location	Owner	Bus/Vehicle #
2	Vehicle		Disposed	2008 Saturn Ionia Type 17 Para	FD0E83A08D67256	Disposed			3300
5	Vehicle		Disposed	2008 Ford Aerostar	FD0E4E50A084729	Disposed	1669 Shop Street		3304
11	Vehicle		Disposed	2009 Saturn Ionia Type 17 Para	FD0E83A08D67256	Disposed			3299
17	Rev Vehicle		In Repair Shop	2007 Bluebird CA RE 35055 Diesel	HD0LBYA07R755196	Yes	1669 Shop Street		3291
21	Rev Vehicle		5/31/2022	2007 Bluebird CA RE 35055 Diesel	HD0LBYA07R755196	Yes	1669 Shop Street		3290
31	Rev Vehicle		Disposed	2007 Chevrolet	1G8G11907F41889	Disposed	1669 Shop Street - To be disposed		3303
40	Rev Vehicle		5/31/2022	2009 NABI Model: 3SEFW -J5 Diesel	1N93S15139M4Q202	Yes	1669 Shop Street		3310
42	Rev Vehicle		In Repair Shop	2009 NABI Model: 3SEFW -J5 Diesel	1N93S15139M4Q202	Yes	1669 Shop Street		3312
43	Rev Vehicle		5/31/2022	2009 NABI Model: 3SEFW -J5 Diesel	1N93S15139M4Q201	Yes	1669 Shop Street		3311
44	Rev Vehicle		5/31/2022	2009 NABI Model: 3SEFW -J5 Diesel	1N93S15139M4Q208	Yes	1669 Shop Street		3313
59	Vehicle		Disposed	2009 Sarcophagus	1FD0F4380082046	Disposed			3297
153	Rev Vehicle		5/31/2022	Homestead Trolley	4UZA8079DCFA346	Yes	1669 Shop Street		700
224	Vehicle		5/31/2022	Equinox	2GNELK1K76022078	Yes	1669 Shop Street		1001
271	Rev Vehicle		5/31/2022	2006 Aerotech 220 Chevy Duramax Diesel (Vegas Bus Replaces ARRM)	1G81G31251230383	Yes	1669 Shop Street		103
294	Rev Vehicle		5/31/2022	2015 Eldorado Aero Elite 320	SWESAMM0FH7M4580	Yes	1669 Shop Street		202
295	Rev Vehicle		5/31/2022	2015 Eldorado Aero Elite 320	SWESAMM0FH7M4592	Yes	1669 Shop Street		203
296	Rev Vehicle		5/31/2022	2015 Eldorado Aero Elite 320	SWESAMM0FH7M4591	Yes	1669 Shop Street		204
297	Rev Vehicle		In Repair Shop	2015 Eldorado Aero Elite 320	SWESAMM0FH7M4588	Yes	1669 Shop Street		205
298	Rev Vehicle		5/31/2022	2015 Eldorado Aero Elite 320	SWESAMM0FH7M4590	Yes	1669 Shop Street		206
363	Rev Vehicle		In Repair Shop	2015 Eldorado Aero Elite 320	168655807F12A3600	Yes	1669 Shop Street		106
364	Rev Vehicle		5/31/2022	2015 Eldorado Aero Elite 320	168655807F12A3426	Yes	1669 Shop Street		107
365	Rev Vehicle		5/31/2022	2003 Ford Econoline Van	1F1533A139894121	Yes	1669 Shop Street		1008
608	Equip Vehicle		5/31/2022	Boat	AHG3L4967	Yes	1669 Shop Street		1004
627	Vehicle		5/31/2022	2018 Toyota Rav 4	JTMARBE0J0198866	Yes	1669 Shop Street		1006
628	Vehicle		5/31/2022	2018 Chevy Silverado	16C0K1E1Z248645	Yes	1669 Shop Street		1005
695	Vehicle		5/31/2022	2019 Ford F 250 S-DTY	1FT7X2B5KE08719	Yes	1669 Shop Street		1007
782	Rev Vehicle		5/31/2022	Proterra ZKS Electric Bus - 35H Low Floor	7ZT0G131XMS000407	Yes	1669 Shop Street		4001
783	Rev Vehicle		5/31/2022	Proterra ZKS Electric Bus - 35H Low Floor	7ZT0G131XMS000408	Yes	1669 Shop Street		4002
784	Rev Vehicle		5/31/2022	Proterra ZKS Electric Bus - 35H Low Floor	7ZT0G131XMS000409	Yes	1669 Shop Street		4003
790	Vehicle		2022	Toyota Rav-4	4T3UWRF3N1U093355	Yes	1669 Shop Street		1010

Appendix B

### Organization Chart for the Vehicle Maintenance Department





# Appendix C: Preventive Maintenance Inspection Checklists

## TTD MAINTENANCE DEPARTMENT MINOR 90-DAY (SAFETY) INSPECTION GUIDE

DATE.  
\_\_\_\_\_

BUS NO•  
\_\_\_\_\_

\_\_\_\_\_

MILEAGE:

INSPECT AND ADJUST OR REPAIR WHERE FOUND NECESSARY ALL ITEMS LISTED ON ALL PAGES OF THIS FORM  
USE SYMBOLS TO SHOW WORK DONE: I FOR INSPECTED R FOR REPAIRED AND N FOR NEEDS REPAIR  
ALSO SHOW EMPLOYEE NUMBER WHO PERFORMED THE WORK

DESCRIPTION	WORK DONE	EMPLOYEE NUMBER
I. INTERIOR INSPECTION		
1. DEFECT CARD		
2. LICENSES - REGISTRATION - INSURANCE CARD - DOT STICKER		
3. DRIVER'S SEAT		
4. SUN VISORS		
5. TREADLE VALVES AND PEDAL PADS		
6. HORN		
7. EMERGENCY REFLECTORS - FIRE EXTINGUISHER - FIRST AID KIT - TEST AMEREX (IF APPLICABLE)		
8. DRIVERS GAUGES AND CONTROLS - LOW AIR BUZZER AND LIGHT		
9. CLIMATE CONTROL - DEFROSTER OPERATION		
10. FARE COLLECTION SYSTEM - SPOTTERS DISPLAY (IF APPLICABLE)		
11. ALL MIRRORS (CHECK REMOTE OPERATION IF APPLICABLE)		
12. STEERING PLAY - STEERING WHEEL		
13. FLOOR CONDITION (INCLUDING FLOOR HATCH COVERS)		
14. ALL INTERIOR LIGHTS AND SWITCHES (INCLUDING READING LIGHTS IF APPLICABLE)		
15. WINDOWS - ALL EMERGENCY EXITS - WINDSHIELDS		

16. PASSENGER SEATS - GRABHANDLES		
17. DOORS - OPERATION - SPEED - GLAZING - SENSITIVE EDGES		
18. CYCLE WHEELCHAIR LIFT AND KNEELER (CHECK BRAKE AND THROITLE INTERLOCK OPERATION)		
19. GRAFFITI - CLEANLINESS - PEST INFESTATION - (LAVATORY IF APPLICABLE)		
20. CEILING PANELS (PACKAGE RACKS IF APPLICABLE)		
21. STANCHIONS - HANDRAILS		
22. PASSENGER SIGNAL - STOP REQUEST SIGN		
23. STEPS AND TREADS		
24. DECALS		
<b>II. EXTERIOR INSPECTION</b>		
1. WINDSHIELD WIPER OPERATION - ARMS - BLADES - WASHER FLUID		
2. FUEL TANK CAP - TAPPET - CHAIN		
3. BODY COMPARTMENT DOORS - HINGES - LATCHES		
4. BUMPERS - FRONT / REAR		
5. BODY PANELS - REFLECTORS		
6. FENDER SKIRTS - RUBRAILS		
7. PAINT - LETTERING - DECALS		
8. ADVERTISING SIGN FRAMES (IF APPLICABLE)		
9. BATTERIES (CONDITION, VOLTAGE, WATER, CABLES) - HOLD DOWN - TRAY		
10. DESTINATION SIGN (FRONT - SIDE) - RUN NUMBER SIGN (FRONT - REAR) OPERATION - LIGHTS		
11. ALL EXTERIOR LIGHTS - MOUNTING - OPERATION - LENSES - VISIBILITY		
<b>III. ENGINE INSPECTION</b>		
1. ENGINE OIL LEVEL - EXAMINE OIL CONDITION FOR DILUTION OR CONTAMINATION		
2. TRANSMISSION OIL LEVEL - EXAMINE OIL CONDITION FOR CONTAMINATION		

DESCRIPTION	WORK DONE	EMPLOYEE NUMBER
<b>III. ENGINE INSPECTION (CON'T)</b>		
3. CHECK POWER STEERING FLUID LEVEL AND CONDITION		
4. INSPECT ENTIRE COOLING SYSTEM FOR LEAKS		
5. ENGINE MOUNTS		
6. ALL BELTS (CONDITION AND ALIGNMENT)		
7. AIR INTAKE DUCT - HOSES - CLAMPS - RESTRICTION GAUGE		
8. EXHAUST SYSTEM - MANIFOLD - CLAMPS - PIPES- CATALYTIC CONVERTER - MUFFLER		
9. ENGINE SENDING UNITS		
10. FUEL LINES (CHECK FOR LEAKS) - DRAIN WATER SEPERATOR IF EQUIPPED		
<b>IV. CHASSIS INSPECTION</b>		
1. SHOCK ABSORBERS - PINS - BUSHINGS		
2. CHECK FOR OIL LEAKS		
3. BRAKE LININGS - BRAKE DRUMS - MOUNTING HARDWARE (ADJUST IF NECESSARY)		
4. CHECK AIR SYSTEM FOR LEAKS		
5. SUSPENSION - CHECK LEVELING VALVES - BELLOWS FOR AIR LEAKS		

6. CHASSIS CROSSMEMBERS - MUD FLAPS - CHASSIS WELDS			
7. WHEELS - RE-TORQUE - TORQUE SEAL			
8. AXLE FLANGES - STUDS - GASKETS - HUBODOMETER			
9. FRONT F (CHECK FOR FLUID LEAK IF APPLICABLE)			
10. DRIVE SHAFT - UNIVERSALS - SLIP JOINT - GUARD - SHIELD			
11. DRAG LINK TUBE - DRAG LINK ENDS - TIE ROD - TIE ROD ENDS			
12. RADIUS RODS - LATERAL RODS - BUSHINGS - SWAY BAR AND LINKS IF APPLICABLE			
13 CHECK TIRES FOR PREMATURE OR ABNORMAL WEAR (RECORD PRESSURE AND TREAD DEPTHS)			
14. DRAIN ALL AIR TANKS (INCLUDING THROTTLE TANK IF EQUIPED) - INSPECT CHECK VALVES			
INSPECTION COMMENTS			
TIRES			
TREAD DEPTH	TIRE PRESSURE	TREAD DEPTH	TIRE PRESSURE
132	PSI	132	PSI
LRI	PSI	RRI :	132 PSI
LRO	132 PSI	RRO	PSI
L-TAG	132 PSI (IF APPLICABLE)	R_TAG	PSI (IF APPLICABLE)
BRAKES			
LINING THICKNESS	BRAKE THROWS	LINING THICKNESS	BRAKE THROWS
		132	. . . IN.
	IN.	132	
L-TAG	IN. (IF APPLICABLE)	R-TAG :	132 IN. (IF APPLICABLE)
BRAKE STOPS			
FOOT BRAKE STOP		PARK BRAKE STOP .	
SIGNATURES			
INSPECTED BY:		EMPLOYEE # :	DATE:
INSPECTED BY:		EMPLOYEE #	DATE:
SUPERVISOR:		EMPLOYEE #	DATE:



BUS # _____		CURRENT
W/O # _____	MILEAGE READING	
DATE: _____	MILES BETWEEN P.M.I	

= O.K.		O = ADJUSTMENT MADE		R = REPLACED		X = REPAIR	
COACH EXTERIOR				COACH INTERIOR			
CK: HI-LO BEAM, TURN SIGNALS, 4-WAY FLASHERS & BEEPER, CLEARANCE LIGHTS, TAIL, BACK-UP & LIC PLATE				CK. <sup>1</sup> DASH INDICATOR LIGHTS WITH TEST SWITCH, INCLUDING WAIT TO START			
CK: ALL LENS CONDITION FOR CRACKS				CK: ABS, CK & STOP ENGINE LIGHTS SHOULD ILLUMINATE MOMENTARILY WHEN BUS IS STARTED IF LIGHTS STAYS ILLUMINATED LOG AS DEFECT.			
CK: WIPER BLADE CONDITN AND ARM SECUREMENT, ADJUST WASHER FLUID LEVEL AND SPRAY NOZZLES.				PUMP AIR DOWN TO 40 PSI, CHECK WARNING LIGHT & PARKING BRAKE SELF APPLICATION.			
CK: OUTSIDE BUS MIRROR CONDITION, SECURE-ME-NT. CK: MIRROR CONTROLS				CK: FAST IDLE ACCELERATOR/BRAKE INTERLOCK.			
CK: OUTSIDE BUS NUMBERS, LOGOS, BATTERY DISCONNECT, CHP NUMBERS, CK FOR LOOSE OR DAMAGED FENDER SKIRTS.				CK: AIR COMPRESSOR CUT IN, MIN 85-DSi. CUT OUT. MAX 130-osi. CK: AIR BUILD UP TIME, FROM 85-psi TO 100-psi IN 40-SEC			
CK: FRONT & REAR BUMPER SECUREMENT, ALIGNMENT, CONDITION,				CK: FOR APPLIED AIR LEAKS. 3 LBS MAX LOSS PER MIN.			
CK: BIKE RACK FOR DAMAGE, ACTUATE ALL LATCHES, HANDLES, AND BRACKETS FOR LOCKING & SMOOTH OPERATION. CK DEPLOYED SWITCH & DASH LIGHT.				CK: PARKING BRAKE CONTROLS, AND KNOB FOR CRACKS, OPERATION & DASH INDICATOR LIGHT, CK: VALVE FOR LEAKS.			
<b>COMPLETE BODY INSPECTION SHEET.</b>				CK: STEERING WHEEL CONDI AND WHEEL LASH, VERTICAL MOVEMENT, CK: COLUMN SECUREMENT, BOOT COND, CK: TILT/TELE OPERATION. LUBE STEERING SHAFT AND U-JOINTS.			
CK: HUBODOMETER FOR LEGIBILITY ACCURACY							
CORRECT TIRE PRESSURE TO 110 PSI FRONT, 100 PSI REAR.							
CK: FRONT HUB OIL LEVEL, ADJUST AS NECESSARY				CK. • ALL DRIVERS CONTROLS: SWITCHES LIGHTS & VISOR CK: RADIO & CONTROLS, MOUNTING & HANDSET.			
CK: REAR AXLE FLANGE, FOR MISSING STUDS & LEAKS.							
CK: ALL ACCESS DOOR LATCHES, HINGES & PROPS.				CK: DRIVER'S DASH, SIDE AND OVERHEAD CONSOLES FOR CRACKS & SECUREMENT, CK: FOR MISSING SCREWS, CK: DRIVERS WINDOW .			
CK: FIBERGLASS REAR ACCESS PANEL FOR MISSING SCREWS.							
CK: BODY PANELS FOR CRACKS AND BUCKLING.				CK: HEAT AND DEFROSTERS			
CK: FUEL CAP AND NECK FOR LEAKS. CK: DEF CAP				CK: DASH AIR CONDITIONING CK: REAR AIR CONDITIONING			
REMOVE AND CLEAN BATTERY TERMINALS, CK BATTERIES FOR CRACKS, CK BATTERY TRAY SLIDES, LOCKS, CABLES, & TIE DOWNS LUBE TRAY SLIDES, CK BATTERY DISCONNECT SWITCH OPERATION & CONDITION				CK: DRIVER'S SEAT/SEATBELT OPERATION/COND. AND SEAT ALARM IF EQUIPED, LUBE SLIDE TRACK.			
CK: WHEEL CHAIR LIFT, SENSORS AND CONTROLS				CK: WIPER, WASHER & INTERMITTENT OPERATION & ARM ADJUSTMENT.			
LOAD TEST BATTERIES TO 600 AMPS FOR 15 SECONDS. MIN 9.6 VOLTS.				CK: WINDSHIELD CONDFIWN.			
CK: CHARGING VOLTAGE ( 14.5 VOLTS +/- 1 VOLT) @ FAST IDLE WITH HEADLIGHTS, MARKER LIGHTS & DOME LIGHTS "ON".				CK: THROTTLE & BRAKE PEDALS FOR DEBRIS, CORROSION & FUNCTION.			
CK: AIR LINES, SHUTOFF VALVES AND FITTINGS FOR LEAKS AND DRAIN AIR TANKS, CK: FOR CONTAMINATION.				CK: FIRE EXTINGUISHER AND FIRE SUPPRESION SYSTEM PIN & SEAL.			
<b>COACH INTERIOR</b>				CK: REGISTRATION SLIP, BLOODBORNE KIT & TRASH CAN & MOUNT.			
CK: FLOOR COVERING AND SEAM SEALING.				CK: FAREBOX OPERATION, CLEAN INSIDE WITH COMPRESSED AIR, CK TRIM			
CK: ALL CHIME STRIPS/CORDS & STOP REQUESTED SIGN op & COND.				CK: DESTINATION SIGN OPERATION & ELECT CONNECTION. CLEAN SIDE SIGN GLASS.			
CK: ALL STANCHIONS, GRABRAILS, MODESTY PANELS & FT/RR MIRRORS.				CK: DOME LIGHTS OPERATION, CK DOME LIGHT ASSY FOR SECUREMENT.			

CK: ALL INTERIOR PANELS & ENGINE ACCESS FOR CONDITION & SECURE-ME-NT.	CK: FRONT DOOR, OPERATION & CONDITION & AIR RELEASE VALVE, CK: DOOR MOTOR, CONTROL RODS & LOCK NUTS, ELECT WIRING SECUREMENT, LUBE DOOR ROLLERS
CK: WINDOWS, WEATHER-STRIPING, EMERGENCY ESCAPE WINDOW LATCH ASSY'S & LUBE	
CK: PASSENGER SEATS, MOUNTING, UPHOLSTERY CONDI-ION & CRASH PADS, CK. • ALL SEAT BACKS FOR VANDALISM.	
CK: WHEELCHAIR SEAT LOCKS, BELT CONDIITN, FLOOR ANCHORS. CK Q STRAINT BFI T.s.	CHECK FRANGIBLE GLASS & RED HANDLE EMERGENCY RELEASE.
CK: AIR TANK VALVES & LINE MOUNTING, RUBBING AND LEAKS, CK: SAFETY RELEASE VALVES OP.	CK: ROOF HATCHES OPERATION, CONDITION AND DECALS.

= O.K.		O = ADJUSTMENT MADE		R = REPLACED		X = REPAIR	
UNDERCARRIAGE				ENGINE			
CK SECONDARY FUEL FILER, CK ADAPTER FOR COND & MOUNnNG				CHANGE SPINNER FILTER & O-RINGS, CK: MOUNTS & CLAMP			
DRAIN ENGINE OIL, REPLACE FULL FLOW FILTER, TAKE OIL SAMPLE, TORQUE OIL PAN DRAIN PLUG				REPLACE AIR FILTER, RESET AIR RESTRICTION GAUGE, CK: AIR CLEANER HOUSING & INLET TUBING FOR CONDITION, & FOR LOOSE CLAMPS & FITTINGS. REPLACE PRIMARY FUEL FILTER			
REPLACE COOLANT FILTER, CK: ADAPTER & LINES FOR LEAKS.							
CK: DIFFERENTIAL OIL LEVEL, ADJUST AS REQUIRED, CK: DIFF HOUSING FOR RACKS & CK WHEE & ION SEALS F EAKS				CK OIL LEVEL, CK: RESERVOIR, PUMP & LINES FOR LEAKS, MOUNTING & ND REFILL 1			
CK: U-JOINTS (1/16" PLAY MAX), U-JOINTS BOLTS SECUREMENT, SUP-YOKE CONDITION & DRIVELINE PHASING.				PRESSURE TEST COOLING SYSTEM TO (7 PSI) FOR 5 MIN, CK FOR LEAKS. CK: SURGE TANK MOUNTS & ALL COOLANT UNES FOR RUBBING, WEAR & SECURE-ME-NT.			
GREASE ALL CHASSIS LUBE POINTS THOROUGHLY							
CK: FOR LEAKS AT TRANS, RETARDER/ACCUMULATOR & COOLER AREAS FOR LEAKS, CK: TRANS FILTER COVER & HOUSING BOLTS.				FILL ENGINE WITH (15/40W) OIL & START ENGINE. CK: ALL LINES FOR LEAKS, (AIR, OIL, TRANS, P/S & FUEL)			
				CK: TURBO COUPLING OIL LINE FOR LEAKS AND CONDITION.			
CK: RADIATOR, MOUNTS & FAN SHROUD FOR CLEARANCE, CK: FAN BLADES FOR DAMAGE.				CK: EXHAUST SYSTEM (PIPES/ FLEX TUBE, CLAMPS, HEAT SHIELD & DPF SYSTEM) FOR CRACKS, MOUNTING, POSITIONING & LEAKS.			
CK•. BOOSTER PUMP MOUNTS, WIRING & CONDITION, CK•. COOLANT LINES & VALVES FOR LEAKS.				CK: ALL OF ENGINE & ENGINE COMPARTMENT FOR WIRING, HOS-ES, CLAMPS, BRACKETS, MOUNTS, PULLEYS, BELTS & TENSIONERS, FOR LEAKS,			
CK: ENGINE MOUNTS CONDITION & FOR LOOSE BOLTS, CK: TRANS ADAPTER MOUNTING BOLTS.				CK: ECM MOUNTING & WIRE SECURE-ME-NT, CK: FUEL PUMP LINES & WIRE'S			
CK: ALL LINES (I.E. FUEL, COOLANT & PIS) & WIRE HARNESSSES FROM FRONT TO REAR OF COACH.				AFTER ENGINE START-UP			
CK: FUEL TANK STRAPS, INSULATORS & MOUNTS, CK: FUEL PIPING.				CK: ENGINE & TRANS FOR LEAKS (OIL, COOLANT, AIR)			
CK: AIR BELLOWS FOR CRACKS, LEAKS & MOUNTING..				CK: ENGINE, TRANS, & COOLANT LEVELS & ADJUST.			
CK: ALL SHOCKS FOR LEAKS, LOOSE MOUNTS & WORN BUSHINGS.				CLEAN STEERING WHEEL, SEATS, KNOBS, TOGGLE SWITCHES			
CK: LEVELING VALVES & LINK CONDITION, MEASURE RIDE HEIGHT FRONT AIR BAGS (9-1/4") FROM TOP OF AXLE TO BOTFOM OF FRAME RAIL, REAR AIR BAGS (4-7/8") FROM TOP OF AXLE TO THE BOTTOM OF FRAME RAIL PLUS OR MINUS (1/4") FRONT & REAR.				ROADTEST			
CK: ALL TORQUE & RADIUS RODS, BUSHINGS, BOLTS, MOUNTS FOR CRACKS & CLAMPS FOR MISALIGNMENT.				ROAD TEST ON PRESCRIBED COURSE, NOTIFY YOUR SUPERVISOR UPON DEPARTURE & ARRIVAL FROM ROAD TEST.			
CK: SWAY BAR, BUSHINGS, LINKS, MOUNTS AND FRAME MEMBERS FOR CONDITION, CRACKS & LOOSE OR MISSING BOLTS.				CK: ALL INSTRUMENT OPERATION,			
CK: FRONT AXLE & SUSPENSION MOUNTING & BOLT SECURE-ME-NT.				CK: FOR ANY DASH INDICATORS, ABS LAMP ON, CHECK ENGINE LAMP ON, ANY WARNING LAMPS			
CK: PITMAN ARM POSITION & PITMAN NUT SECURE-ME-NT.				CK: BRAKE PERFORMANCE.			
CK: STEERING DRAG I-INK/TIE ROD ENDS, STUDS, LINKS, COTTER PINS, NUTS, SLEEVES & CLAMPS FOR SECUREMENT, WEAR & CORRECT POSITIONING ON E ROD				CK•. HEAT AND AIR CONDITIONING PERFORMANCE			
CK: STEERING BOX SECUREMENT, MOUNTING BOLT TORQUE, STEERING BOX PLATE FOR CRACKS & BOX/LINES FOR LEAKS				CK: STEERING ACüON, CK: FOR SHIMMY.			
				PREFORM A PRETRIP INSPECTION BEFORE HOLDING BUS AS PM DEFECTS			

	<p>CK•. CONDITION OF STEERING KNUCKLES, SEALS ERG'S, CK•. FOR EXCESSIVE MOVEMENT ON KINGPINS &amp; WHEEL BRG'S FOR PLAY FRT/REAR.</p>	TOTAL FLUIDS USED	
	<p>CK: AIR TANKS, VALVES &amp; LINES FOR MOUNTING, RUBBING LEAKING OR SYSTEM CONTAMINATION, CK: SAFETY RELEASE VALVES OP.</p>	<p>ENGINE OIL</p>	<p>_____</p>
	<p>ON INTERNATIONAL CK: PARKING BRAKE OPERATION, CK: FOR AIR LEAKS. ELSE, CK: PARKING BRAKE CABLES AND LINING</p>	<p>TRANS FLUID</p>	<p>_____</p>
	<p>CD: BRAKE LINING THICKNESS, LOOK FOR MANUFACTURERS WEAR LINE AND NOTE WHEN THE PADS ARE TOUCHING OR BELOW THE WEAR UNE, CK: CALIPERS FOR LEAKING OR BINDING</p>	<p>Diff Fluid</p>	<p>_____</p>
	<p>CK: MUDFLAPS AND SECURE-MENT</p>	<p>P/S Fluid</p>	<p>_____</p>
	<p>ON INTERNATIONAL CK: SIDE PANEL SECURMENT</p>		<p>_____</p>
			<p>_____</p>
			<p>_____</p>
		<p>1 HAVE INSPECTED ALL CHECKED OK</p>	<p>OF THE ITEMS LISTED ON THE FORM AND ITEMS ARE IN GOOD OPERATING CONDTION</p>
		<p>MECHANICS SIGNATURE</p>	<p>_____</p>
		<p>SUPERVISORS SIGNATURE</p>	<p>_____</p>



**2015 ELDORADO  
2010 STARCRAFT  
2012 GLAVAL**

BUS #			CURRENT
W/O #		MILEAGE READING	
DATE:		MILES BETWEEN P.M.I	
O = ADJUSTMENT MADE		R = REPLACED	X = REPAIR
<b>COACH EXTERIOR</b>		<b>COACH INTERIOR</b>	
CK: HI-LO BEAM, TURN SIGNALS, 4-WAY FLASHERS & BEEPER, CLEARANCE LIGHTS, TAIL, BACK-UP & LIC PLATE		CK: DASH INDICATOR LIGHTS WITH TEST SWITCH, INCLUDING WAIT TO START	
CK: ALL LENS CONDITION FOR CRACKS		CK: ABS, CK & STOP ENGINE LIGHTS SHOULD ILLUMINATE MOMENTARILY WHEN BUS IS STARTED IF LIGHTS STAYS ILLUMINATED LOG AS DEFECT.	
CK: WIPER BLADE CONDITION AND ARM SECUREMENT, ADJUST WASHER FLUID LEVEL AND SPRAY NOZZLES.		PUMP AIR DOWN TO 40 PSI, CHECK WARNING LIGHT & PARKING BRAKE SELF APPLICATION.	
CK: OUTSIDE BUS MIRROR CONDITION, SECURE-ME-NT. CK: MIRROR CONTROLS		CK: FAST IDLE ACCELERATOR/BRAKE INTERLOCK.	
CK: OUTSIDE BUS NUMBERS, LOGOS, BATTERY DISCONNECT, CHP NUMBERS, CK FOR LOOSE OR DAMAGED FENDER SKIRTS.		CK: AIR COMPRESSOR CUT IN, MIN 85-DSI. CUT OUT. MAX 130-osi. CK: AIR BUILD UP TIME, FROM 85-psi TO 100-psi IN 40-SEC	
CK: FRONT & REAR BUMPER SECURE-MENT, ALIGNMENT,CONDITION.		CK: FOR APPLIED AIR LEAKS. 3 LBS MAX LOSS PER MIN.	
CK: BIKE RACK FOR DAMAGE, ACTUATE ALL LATCHES, HANDLES, AND BRACKETS FOR LOCKING & SMOOTH OPERATION. CK DEPLOYED SWITCH & DASH LIGHT.		CK: PARKING BRAKE CONTROLS, AND KNOB FOR CRACKS, OPERATION & DASH INDICATOR LIGHT, CK: VALVE FOR LEAKS.	
<b>COMPLETE BODY INSPECTION SHEET.</b>		CK: STEERING WHEEL COND, AND WHEEL LASH, VERTICAL MOVEMENT, CK.' COLUMN SECUREMENT, BOOT CONDI CK: TILT/TELE OPERATION. LUBE STEERING SHAFT AND U-JOINTS.	
CK: HUBODOMETER FOR LEGIBILITY, ACCURACY			
CORRECT TIRE PRESSURE TO 110 PSI FRONT, 100 PSI REAR.		CK: ALL DRIVERS CONTROLS: SWITCHES LIGHTS & VISOR CK: RADIO & CONTROLS, MOUNTING & HANDSET.	
CK: FRONT HUB OIL LEVEL, ADJUST AS NECESSARY		CK: DRIVER'S DASH, SIDE AND OVERHEAD CONSOLES FOR CRACKS & SECUREMENT, CK: FOR MISSING SCREWS, CK: DRIVERS WINDOW .	
CK: REAR AXLE FLANGE, FOR MISSING STUDS & LEAKS.		CK: HEAT AND DEFROSTERS	
CK: ALL ACCESS DOOR LATCHES, HINGES & PROPS.		CK: DASH AIR CONDITIONING CK: REAR AIR CONDITIONING	
CK: FIBERGLASS REAR ACCESS PANEL FOR MISSING SCREWS.		CK: DRIVER'S SEAT/SEATBELT OPERATION/COND. AND SEAT ALARM IF EQUIPED, LUBE SLIDE TRACK.	
CK: BODY PANELS FOR CRACKS AND BUCKLING.		CK: WIPER, WASHER & INTERMITTENT OPERATION & ARM ADJUSTMENT.	
CK: FUEL CAP AND NECK FOR LEAKS. CK: DEF CAP		CK: WINDSHIELD CONDITION.	
REMOVE AND CLEAN BATTERY TERMINALS, CK BATTERIES FOR CRACKS, CK BATTERY TRAY SLIDES, LOCKS, CABLES, & TIE DOWNS LUBE TRAY SLIDES, CK BATTERY DISCONNECT SWITCH OPERATION & CONDIÜON		CK: THROTTLE & BRAKE PEDALS FOR DEBRIS, CORROSION & FUNCÜON.	
CK: WHEEL CHAIR LIFT, SENSORS AND CONTROLS		CK: FIRE EXTINGUISHER AND FIRE SUPPRESION SYSTEM PIN & SEAL.	
LOAD TEST BATTERIES TO 600 AMPS FOR 15 SECONDS. MIN 9.6 VOLTS.		CK: ROADSIDE WARNING DEVICES, (3 PER SET OR SEALED)	
CK: CHARGING VOLTAGE ( 14.5 VOLTS +/- 1 VOLT) @ FAST IDLE WITH HEADLIGHTS, MARKER LIGHTS & DOME LIGHTS "ON".		CK: REGISTRATION SLIP, BLOODBORNE KIT & TRASH CAN & MOUNT.	
CK: AIR LINES, SHUTOFF VALVES AND FITTINGS FOR LEAKS AND DRAIN AIR TANKS, CK: FOR CONTAMINATION.		CK: FAREBOX OPERATION, CLEAN INSIDE WITH COMPRESSED AIR, CK TRIM	
<b>COACH INTERIOR</b>		CK: DESTINATION SIGN OPERATION & ELECT CONNECTION. CLEAN SIDE SIGN GLASS.	
CK: FLOOR COVERING AND SEAM SEALING.		CK: DOME LIGHTS OPERATION, CK DOME LIGHT ASSY FOR SECUREMENT.	
CK: ALL CHIME STRIPS/CORDS & STOP REQUESTED SIGN op & COND,			
CK: ALL STANCHIONS, GRABRAILS, MODESTY PANELS & FT/RR MIRRORS.			

CK: ALL INTERIOR PANELS & ENGINE ACCESS FOR CONDITION & SECURE-MENT.	CK: FRONT DOOR, OPERATION & CONDITION & AIR RELEASE VALVE, CK: DOOR MOTOR, CONTROL RODS & LOCK NUTS, ELECT WIRING SECURE-MENT, LUBE DOOR ROLLERS
CK: WINDOWS, WEATHER-STRIPING, EMERGENCY ESCAPE WINDOW LATCH ASSY'S & LUBE	
CK: PASSENGER SEATS, MOUNTING, UPHOLSTERY CONDITION & CRASH PADS, CK: ALL SEAT BACKS FOR VANDALISM.	
CK: WHEELCHAIR SEAT LOCKS, BELT CONDIITN, FLOOR ANCHORS. CK Q STRAINT BELTS.	CHECK FRANGIBLE GLASS & RED HANDLE EMERGENCY RELEASE.
CK: AIR TANK VALVES & LINE MOUNTING, RUBBING AND LEAKS, CK: SAFETY RELEASE VALVES OP.	CK: ROOF HATCHES OPERATION, CONDITION AND DECALS.

= O.K.		O = ADJUSTMENT MADE		R = REPLACED		X = REPAIR	
<b>UNDERCARRIAGE</b>				<b>ENGINE</b>			
CK SECONDARY FUEL FILER, CK ADAPTER FOR COND & MOUNTING				CHANGE SPINNER FILTER & O-RINGS, CK: MOUNTS & CLAMP			
DRAIN ENGINE OIL, REPLACE FULL FLOW FILTER, TAKE OIL SAMPLE, TORQUE OIL PAN DRAIN PLUG				REPLACE AIR FILTER, RESET AIR RESTRICÃO GAUGE, CK: AIR CLEANER HOUSING & INLET TUBING FOR CONDITION, & FOR LOOSE CLAMPS & FITTINGS. REPLACE PRIMARY FUEL FILTER			
REPLACE COOLANT FILTER, CK: ADAPTER & LINES FOR LEAKS.				CK OIL LEVEL, CK: RESERVOIR, PUMP & LINES FOR LEAKS, MOUNTING & COND REFIL			
CK: DIFFERENTIAL OIL LEVEL, ADJUST AS REQUIRED, CK: DIFF HOUSING FOR RACKS & CK WHEE PINION SEA F R LEAKS				PRESSURE TEST COOLING SYSTEM TO (7 PSI) FOR 5 MIN, CK FOR LEAKS. CK: SURGE TANK MOUNTS & ALL COOLANT LINES FOR RUBBING, WEAR & SECUREMENT.			
CK: U-JOINTS (1/16" PLAY MAX), U-JOINTS BOLTS SECUREMENT, SLIP-YOKE CONDITION & DRIVELINE PHASING.				FILL ENGINE WITH (15/40W) OIL & START ENGINE. CK: ALL LINES FOR LEAKS, (AIR, OIL, TRANS, P/S & FUEL)			
GREASE ALL CHASSIS LUBE POINTS THOROUGHLY				CK: TURBO COUPLING OIL LINE FOR LEAKS AND CONDITION.			
CK: FOR LEAKS AT TRANS, RETARDER/ACCUMULATOR & COOLER AREAS FOR LEAKS, CK: TRANS FILTER COVER & HOUSING BOLTS.				CK: EXHAUST SYSTEM (PIPES, FLEX TUBE, CLAMPS, HEAT SHIELD & DPF SYSTEM) FOR CRACKS, MOUNTING, POSITIONING & LEAKS.			
CK: RADIATOR, MOUNTS & FAN SHROUD FOR CLEARANCE, CK: FAN BLADES FOR DAMAGE.				CK: ALL OF ENGINE & ENGINE COMPARTMENT FOR WIRING, HOS-ES, CLAMPS, BRACKETS, MOUNTS, PULLEYS, BELTS & TENSIONERS, FOR LEAKS,			
CK: BOOSTER PUMP MOUNTS, WIRING & CONDITION, CK: COOLANT LINES & VALVES FOR LEAKS.				CK: ECM MOUNTING & WIRE SECURE-ME-NT, CK: FUEL PUMP LINES & WIRE'S			
CK: ENGINE MOUNTS CONDIITN & FOR LOOSE BOLTS, CK: TRANS ADAPTER MOUNTING BOLTS.				<b>AFTER ENGINE START-UP</b>			
CK*. ALL LINES (I.E. FUEL, COOLANT & PIS) & WIRE HARNESSSES FROM FRONT TO REAR OF COACH.				CK: ENGINE & TRANS FOR LEAKS (OIL, COOLANT, AIR)			
CK: FUEL TANK STRAPS, INSULATORS & MOUNTS, CK: FUEL PIPING.				CK: ENGINE, TRANS, & COOLANT LEVELS & ADJUST.			
CK: AIR BELLOWS FOR CRACKS, LEAKS & MOUNTING				CLEAN STEERING WHEEL, SEATS, KNOBS, TOGGLE SWITCHES			
CK: ALL SHOCKS FOR LEAKS, LOOSE MOUNTS & WORN BUSHINGS.				<b>ROADTEST</b>			
CK: LEVELING VALVES & LINK CONDITION, MEASURE RIDE HEIGHT FRONT AIR BAGS (9-1/4") FROM TOP OF AXLE TO BOTTOM OF FRAME RAIL, REAR AIR BAGS (4-7/8") FROM TOP OF AXLE TO THE BOTTOM OF FRAME RAIL PLUS OR MINUS (1/4") FRONT & REAR.				ROAD TEST ON PRESCRIBED COURSE, NOTIFY YOUR SUPERVISOR UPON DEPARTURE & ARRIVAL FROM ROAD TEST.			
CK*. ALL TORQUE & RADIUS RODS, BUSHINGS, BOLTS, MOUNTS FOR CRACKS & CLAMPS FOR MISALIGNMENT.				CK: ALL INSTRUMENT OPERATION,			
CK: SWAY BAR, BUSHINGS, LINKS, MOUNTS AND FRAME MEMBERS FOR CONDIITN, CRACKS & LOOSE OR MISSING BOLTS.				CK: FOR ANY DASH INDICATORS, ABS LAMP ON, CHECK ENGINE LAMP ON, ANY WARNING LAMPS			
CK: FRONT AXLE & SUSPENSION MOUNTING & BOLT SECURE-ME-NT.				CK: BRAKE PERFORMANCE.			
CK: PITMAN ARM POSITION & PITMAN NUT SECURE-ME-NT.				CK: HEAT AND AIR CONDITIONING PERFORMANCE			
CK*. STEERING DRAG LINK/TIE ROD ENDS, STUDS, LINKS, COFFER PINS, NUTS, SLEEVES & CLAMPS FOR SECUREMENT, WEAR & CORRECT POSITIONING ON TIE ROD				CK: STEERING ACTION, CK: FOR SHIMMY.			
CK*. STEERING BOX SECURE-MENT, MOUNTING BOLT TORQUE, STEERING BOX PLATE FOR CRACKS & BOX/LINES FOR LEAKS				PERFORM A PRETRIP INSPECTION BEFORE HOLDING BUS AS PM DEFECTS			



	<p>CK: CONDITION OF STEERING KNUCKLES, SEALS BRG'S, CK: FOR EXCESSIVE MOVEMENT ON KINGPINS &amp; WHEEL BRG'S FOR PLAY FRT/REAR.</p>	TOTAL FLUIDS USED	
	<p>CK: AIR TANKS, VALVES &amp; LINES FOR MOUNTING, RUBBING LEAKING OR SYSTEM CONTAMINATION, CK: SAFETY RELEASE VALVES OP.</p>		<p>ENGINE OIL _____</p>
	<p>ON INTERNATIONAL CK: PARKING BRAKE OPERATION, CK: FOR AIR LEAKS. ELSE, CK: PARKING BRAKE CABLES AND LINING</p>		<p>TRANS FLUID _____</p>
	<p>CD: BRAKE LINING THICKNESS, LOOK FOR MANUFACTURERS WEAR LINE AND NOTE WHEN THE PADS ARE TOUCHING OR BELOW THE WEAR LINE. CK: CALIPERS FOR LEAKING OR BINDING</p>		<p>Diff Fluid _____</p>
	<p>CK: MUDFLAPS AND SECUREMENT</p>		<p>P/S Fluid _____</p>
	<p>ON INTERNATIONAL CK: SIDE PANEL SECUREMENT</p>		<p>_____</p>
			<p>1 HAVE INSPECTED ALL CHECKED OK</p>
			<p>MECHANICS SIGNATURE _____</p>
			<p>SUPERVISORS SIGNATURE _____</p>

OF THE ITEMS LISTED ON THE FORM AND ITEMS ARE IN GOOD OPERATING CONDITION



**NABI**

**BLUEBIRD**

BUS # \_\_\_\_\_  
W/O # \_\_\_\_\_

DATE: \_\_\_\_\_

		CURRENT	
		MILEAGE READING	
		MILES BETWEEN P.M.I	
3/ = O.K.      O = ADJUSTMENT MADE      R = REPLACED      X = REPAIR			
<b>COACH EXTERIOR</b>		<b>COACH INTERIOR</b>	
CK: HI-LO BEAM, TURN SIGNALS, 4-WAY FLASHERS & BEEPER, CLEARANCE LIGHTS TAIL, BACK-UP & LIC PLATE		CK: DASH INDICATOR LIGHTS WITH TEST SWITCH, INCLUDING WAIT TO START	
CK: ALL LENS CONDITION FOR CRACKS		CK: ABS, CK & STOP ENGINE LIGHTS SHOULD ILLUMINATE MOMENTARILY WHEN BUS IS STARTED IF LIGHTS STAYS ILLUMINATED LOG AS DEFECT.	
CK: WIPER BLADE CONDITION AND ARM SECUREMENT, ADJUST WASHER FLUID LEVEL AND SPRAY NOZZLES.		PUMP AIR DOWN TO 40 PSI, CHECK WARNING LIGHT & PARKING BRAKE SELF APPLICATION.	
CK: OUTSIDE BUS MIRROR CONDITION, SECUREMENT. CK: MIRROR CONTROLS		CK: FAST IDLE ACCELERATOR/BRAKE INTERLOCK. MAX	
CK: OUTSIDE BUS NUMBERS, LOGOS, BATTERY DISCONNECT, CHP NUMBERS, CK FOR LOOSE OR DAMAGED FENDER SKIRTS.		CK: AIR COMPRESSOR CUT IN MIN 85- si. CUT OUT 130- sin CK: AIR BUILD UP TIME, FROM 85-psi TO 100-psi IN 40-SEC .	
CK: FRONT & REAR BUMPER SECUREMENT, ALIGNMENT, CONDITION.		CK: FOR APPLIED AIR LEAKS. 3 LBS MAX LOSS PER MIN.	
CK: BIKE RACK FOR DAMAGE, ACTUATE ALL LATCHES, HANDLES, AND BRACKETS FOR LOCKING & SMOOTH OPERATION. CK W/C DEPLOYED SWITCH & DASH LIGHT.		CK: PARKING BRAKE CONTROLS, AND KNOB FOR CRACKS, OPERATION & DASH INDICATOR LIGHT CK: VALVE FOR LEAKS.	
<b>COMPLETE BODY INSPECTION SHEET.</b>		CK: STEERING WHEEL COND, AND WHEEL LASH, VERTICAL MOVEMENT, CK: COLUMN SECUREMENT, BOOT CONDI CK: TILT/TELE OPERATION. LUBE STEERING SHAFT AND U-JOINTS.	
CK: HUB/DOME-REF FOR LEGIBILITY ACCURACY		CK: ALL DRIVERS CONTROLS: SWITCHES LIGHTS & VISOR CK: RADIO & CONTROLS, MOUNTING & HANDSET.	
CORRECT TIRE PRESSURE TO 110 PSI FRONT, 100 PSI REAR.		CK: DRIVER'S DASH, SIDE AND OVERHEAD CONSOLES FOR CRACKS & SECUREMENT, CK: FOR MISSING SCREWS, CK: DRIVERS WINDOW .	
CK: FRONT HUB OIL LEVEL, ADJUST AS NECESSARY		CK: HEAT AND DEFROSTERS	
CK: REAR AXLE FLANGE, FOR MISSING STUDS & LEAKS.		CK: DASH AIR CONDITIONING CK: REAR AIR CONDITIONING	
CK: ALL ACCESS DOOR LATCHES, HINGES & PROPS.		CK: DRIVER'S SEAT/SEATBELT OPERATION/COND. AND SEAT ALARM IF E UIPED LUBE SLIDE TRACK.	
CK: FIBERGLASS REAR ACCESS PANEL FOR MISSING SCREWS.		CK: WIPER, WASHER & INTERMITTENT OPERATION & ARM ADJUSTMENT.	
CK: BODY PANELS FOR CRACKS AND BUCKLING.		CK: WINDSHIELD CONDITION.	
CK: FUEL CAP AND NECK FOR LEAKS. CK: DEF CAP		CK: THROTTLE & BRAKE PEDALS FOR DEBRIS, CORROSION & FUNCTION.	
REMOVE AND CLEAN BATTERY TERMINALS, CK BATTERIES FOR CRACKS, CK BATTERY TRAY SLIDES, LOCKS, CABLES, & TIE DOWNS LUBE TRAY SLIDES, CK BATTERY DISCONNECT SWITCH OPERATION & CONDITION		CK: FIRE EXTINGUISHER AND FIRE SUPPRESSION SYSTEM PIN & SEAL.	
CK: WHEEL CHAIR LIFT, SENSORS AND CONTROLS		CK: ROADSIDE WARNING DEVICES, (3 PER SET OR SEALED)	
LOAD TEST BAITERIES TO 600 AMPS FOR 15 SECONDS. MIN 9.6 VOLTS.		CK: REGISTRATION SLIP, BLOODBORNE KIT & TRASH CAN & MOUNT,	
CK: CHARGING VOLTAGE ( 14.5 VOLTS +/- 1 VOLT) @ FAST IDLE WITH HEADLIGHTS MARKER LIGHTS & DOME LIGHTS "ON".		CK: FAREBOX OPERATION, CLEAN INSIDE WITH COMPRESSED AIR, CK TRIM	
CK: AIR LINES, SHUTOFF VALVES AND FITTINGS FOR LEAKS AND DRAIN AIR TANKS, CK: FOR CONTAMINATION.		CK: DESTINATION SIGN OPERATION & ELECT CONNECTION. CLEAN SIDE SIGN GLASS.	
<b>COACH INTERIOR</b>		CK: DOME LIGHTS OPERATION, CK DOME LIGHT ASSY FOR SECUREMENT.	
CK: FLOOR COVERING AND SEAM SEALINGe		CK: FRONT DOOR, OPERATION & CONDITION & AIR RELEASE VALVE, CK:	
CK: ALL CHIME STRIPS/CORDS & STOP REQUESTED SIGN op & COND.			
CK: ALL STANCHIONS, GRABRAILS, MODESTY PANELS & FT/RR MIRRORS.			
CK: ALL INTERIOR PANELS & ENGINE ACCESS FOR CONDITION & SECUREMENT,			

		DOOR MOTOR, CONTROL RODS & LOCK NUTS, ELECT WIRING SECUREMENT, LUBE DOOR ROLLERS
CK: WINDOWS, WEATHER-STRIPING, EMERGENCY ESCAPE WINDOW LATCH ASSY'S & LUBE		
CK: PASSENGER SEATS, MOUNTING, UPHOLSTERY CONDITION & CRASH PADS, CK: ALL SEAT BACKS FOR VANDALISM.		
CK: WHEELCHAIR SEAT LOCKS, BELT COND1170N, FLOOR ANCHORS. CK Q STRAINT BELTS.		CHECK FRANGIBLE GLASS & RED HANDLE EMERGENCY RELEASE.
CK: AIR TANK VALVES & LINE MOUNTING, RUBBING AND LEAKS, CK: SAFETY RELEASE VALVES OP.		CK: ROOF HATCHES OPERATION, CONDITION AND DECALS.

= O.K.		O = ADJUSTMENT MADE	R = REPLACED	X = REPAIR
UNDERCARRIAGE		ENGINE		
	CK SECONDARY FUEL FILER, CK ADAPTER FOR COND & MOUNTING		CHANGE SPINNER FILTER & O-RINGS, CK: MOUNTS & CLAMP	
	DRAIN ENGINE OIL, REPLACE FULL FLOW FILTER, TAKE OIL SAMPLE, TORUE OIL PAN DRAIN PLUG		REPLACE AIR FILTER, RESET AIR RESTRICTIÖN GAUGE, CK: AIR CLEANER HOUSING & INLET TUBING FOR CONDITION, & FOR LOOSE CLAMPS & FITTINGS, REPLACE PRIMARY FUEL FILTER	
	REPLACE COOLANT FILTER, CK: ADAPTER & LINES FOR LEAKS.			
	CK: DIFFERENTIAL OIL LEVEL, ADJUST AS REQUIRED, CK: DIFF HOUSING FOR N EALS OR		CK OIL LEVEL, CK•. RESERVOIR, PUMP & LINES FOR LEAKS, MOUNTING & OND FILL OIL	
	CK: U-JOINTS (1/16" PLAY MAX), U-JOINTS BOLTS SECUREMENT, SLIP-YOKE CONDITION & DRIVELINE PHASING.		PRESSURE TEST COOLING SYSTEM TO (7 PSI) FOR 5 MIN, FOR LEAKS. CK: SURGE TANK MOUNTS & ALL COOLANT LINES FOR RUBBING, WEAR & SECUREMENT.	
	GREASE ALL CHASSIS LUBE POINTS THOROUGHLY			
	CK: FOR LEAKS AT TRANS, RETARDER/ACCUMULATOR & COOLER AREAS FOR LEAKS, CK: TRANS FILTER COVER & HOUSING BOLTS.		FILL ENGINE WITH (15/40W) OIL & START ENGINE. CK: ALL LINES FOR LEAKS, (AIR, OIL, TRANS, P/S & FUEL)	
			CK•. TURBO COUPLING OIL LINE FOR LEAKS AND CONDITION.	
	CK: RADIATOR, MOUNTS & FAN SHROUD FOR CLEARANCE, CK: FAN BLADES FOR DAMAGE.		CK: EXHAUST SYSTEM (PIPES, FLEX TUBE, CLAMPS, HEAT SHIELD & DPF SYSTEM) FOR CRACKS, MOUNTING, POSTÜÖNING & LEAKS.	
	CK: BOOSTER PUMP MOUNTS, WIRING & CONDIITN, CK: COOLANT LINES & VALVES FOR LEAKS.		CK: ALL OF ENGINE & ENGINE COMPARTMENT FOR WIRING, HOS-ES, CLAMPS, BRACKETS, MOUNTS, PULLEYS, BELTS & TENSIONERS, FOR LEAKS,	
	CK: ENGINE MOUNTS CONDITION & FOR LOOSE BOLTS, CK: TRANS ADAPTER MOUNTING BOLTS.		CK: ECM MOUNTING & WIRE SECURE-ME-NT, CK: FUEL PUMP LINES & WIRE'S	
	CK: ALL LINES (I.E. FUEL, COOLANT & P/S) & WIRE HARNESSSES FROM FRONT TO REAR OF COACH.		AFTER ENGINE START-UP	
	CK: FUEL TANK STRAPS, INSULATORS & MOUNTS, CK: FUEL PIPING.		CK: ENGINE & TRANS FOR LEAKS (OIL, COOLANT, AIR)	
	CK: AIR BELLOWS FOR CRACKS, LEAKS & MOUNTING..		CK•. ENGINE, TRANS, PJS & COOLANT LEVELS & ADJUST.	
	CK: ALL SHOCKS FOR LEAKS, LOOSE MOUNTS & WORN BUSHINGS,		CLEAN STEERING WHEEL, SEATS, KNOBS, TOGGLE SWITCHES	
	CK: LEVELING VALVES & LINK CONDIITN, MEASURE RIDE HEIGHT FRONT AIR BAGS (9-1/40 FROM TOP OF AXLE TO BOTFOM OF FRAME RAIL, REAR AIR BAGS (4-7/8") FROM TOP OF AXLE TO THE BOTTOM OF FRAME RAIL PLUS OR MINUS (1/4") FRONT & REAR.		ROADTEST	
	CK: ALL TORQUE & RADIUS RODS, BUSHINGS, BOLTS, MOUNTS FOR CRACKS & CLAMPS FOR MISALIGNMENT.		ROAD TEST ON PRESCRIBED COURSE, NOTIFY YOUR SUPERVISOR UPON DEPARTURE & ARRIVAL FROM ROAD TEST.	
	CK: SWAY BAR, BUSHINGS, LINKS, MOUNTS AND FRAME MEMBERS FOR CONDTÄÖN, CRACKS & LOOSE OR MISSING BOLTS.		CK: ALL INSTRUMENT OPERATION,	
	CK•. FRONT AXLE & SUSPENSION MOUNTING & BOLT SECUREMENTL		CK: FOR ANY DASH INDICATORS, ABS LAMP ON, CHECK ENGINE LAMP ON, ANY WARNING LAMPS	
	CK: PITMAN ARM POSITION & PITMAN NUT SECURE-MENI		CK•. BRAKE PERFORMANCE.	
	CK: STEERING DRAG LINK/TIE ROD ENDS, STUDS, LINKS, COTTER PINS, NUTS, SLEEVES & CLAMPS FOR SECURE-ME-NT, WEAR & CORRECT POSITIONING ON TIE ROD		CK: HEAT AND AIR CONDITIONING PERFORMANCE	
	CK: STEERING BOX SECURE-ME-NT, MOUNTING BOLT TORQUE, STEERING BOX PLATE FOR CRACKS & BOX/LINES FOR LEAKS		CK: STEERING ACÖION, CK: FOR SHIMMY.	
			PERFORM A PRETRIP INSPECTION BEFORE HOLDING BUS AS PM DEFECTS	

CK: CONDITION OF STEERING KNUCKLES, SEALS BRG'S, CK: FOR EXCESSIVE MOVEMENT ON KINGPINS & WHEEL BRG'S FOR PLAY FRT/REAR.	<b>TOTAL FLUIDS USED</b>	
CK: AIR TANKS, VALVES & LINES FOR MOUNTING, RUBBING LEAKING OR SYSTEM CONTAMINATION, CK: SAFETY RELEASE VALVES OP.	ENGINE OIL	_____
ON INTERNATIONAL CK: PARKING BRAKE OPERATION, CK: FOR AIR LEAKS. ELSE} CK: PARKING BRAKE CABLES AND LINING	TRANS FLUID	_____
CD: BRAKE LINING THICKNESS, LOOK FOR MANUFACTURERS WEAR LINE AND NOTE WHEN THE PADS ARE TOUCHING OR BELOW THE WEAR LINE. CK: CALIPERS FOR LEAKING OR BINDING	Diff Fluid	_____
CK: MUDFLAPS AND SECURE-MENT	P/S Fluid	_____
ON INTERNATIONAL CK: SIDE PANEL SECURMENT	_____	
	1 HAVE INSPECTED ALL CHECKED OK	
	OF THE ITEMS LISTED ON THE FORM AND ITEMS ARE IN GOOD OPERATING CONDf17ON	
	MECHANICS SIGNATURE	_____
	SUPERVISORS SIGNATURE	_____
	_____	



**F PMI  
24,000 MILE PREVENTIVE  
MAINTENANCE INSPECTION  
NABI BLUEBIRD**

BUS # \_\_\_\_\_

W/O # \_\_\_\_\_

DATE: \_\_\_\_\_

	CURRENT
MILEAGE READING	
MILES BETWEEN P.M.I	

√ = O.K.	O = ADJUSTMENT MADE	R = REPLACED	X = REPAIR
<b>COACH EXTERIOR</b>		<b>COACH INTERIOR</b>	
CK: HI-LO BEAM, TURN SIGNALS, 4-WAY FLASHERS & BEEPER, CLEARANCE LIGHTS, TAIL BACK-UP & LIC PLATE CK: ALL LENS CONDITION FOR CRACKS		CK: DASH INDICATOR LIGHTS WITH TEST SWITCH, INCLUDING WAIT TO START .	
CK: WIPER BLADE CONDITION AND ARM SECUREMENT, ADJUST WASHER FLUID LEVEL AND SPRAY NOZZLES.		CK: ABS, CK & STOP ENGINE LIGHTS SHOULD ILLUMINATE MOMENTARILY WHEN BUS IS STARTED IF LIGHTS STAYS ILLUMINATED LOG AS DEFECT.	
CK: OUTSIDE BUS MIRROR CONDITION, SECUREMENT. CK: MIRROR CONTROLS		PUMP AIR DOWN TO 40 PSI, CHECK WARNING LIGHT & PARKING BRAKE SELF APPLICATION.	
CK: OUTSIDE BUS NUMBERS, LOGOS, BATTERY DISCONNECT, CHP NUMBERS, CK FOR LOOSE OR DAMAGED FENDER SKIRTS.		CK: FAST IDLE ACCELERATOR/BRAKE INTERLOCK.	
CK: FRONT & REAR BUMPER SECUREMENT, ALIGNMENT, CONDITION.		CK: AIR COMPRESSOR CUT IN, MIN 85-psi. CUT OUT, MAX 130-psi.	
CK: BIKE RACK FOR DAMAGE, ACTUATE ALL LATCHES, HANDLES, AND BRACKETS FOR LOCKING & SMOOTH OPERATION. CK W/C DEPLOYED SWITCH & DASH LIGHT.		CK: AIR BUILD UP TIME, FROM <b>85-psi TO 100-psi IN 40-SEC</b> .	
<b>COMPLETE BODY INSPECTION SHEET.</b>		CK: FOR APPLIED AIR LEAKS, 3 LBS MAX LOSS PER MIN.	
CK: HUBODOMETER FOR LEGIBILITY, ACCURACY		CK: PARKING BRAKE CONTROLS, AND KNOB FOR CRACKS, OPERATION & DASH INDICATOR LIGHT, CK: VALVE FOR LEAKS.	
CORRECT TIRE PRESSURE TO <b>110 PSI FRONT, 100 PSI REAR.</b>		CK: STEERING WHEEL COND, AND WHEEL LASH, VERTICAL MOVEMENT, CK: COLUMN SECUREMENT, BOOT COND, CK: TILT/TELE OPERATION. <b>LUBE STEERING SHAFT AND U-JOINTS.</b>	
CK: FRONT HUB OIL LEVEL, ADJUST AS NECESSARY		CK: ALL DRIVERS CONTROLS: SWITCHES LIGHTS & VISOR CK: RADIO & CONTROLS, MOUNTING & HANDSET.	
CK: REAR AXLE FLANGE, FOR MISSING STUDS & LEAKS.		CK: DRIVER'S DASH, SIDE AND OVERHEAD CONSOLES FOR CRACKS & SECUREMENT, CK: FOR MISSING SCREWS, CK: DRIVERS WINDOW .	
CK: ALL ACCESS DOOR LATCHES, HINGES & PROPS.		CK: HEAT AND DEFROSTERS	
CK: FIBERGLASS REAR ACCESS PANEL FOR MISSING SCREWS.		CK: DASH AIR CONDITIONING CK: REAR AIR CONDITIONING	
CK: BODY PANELS FOR CRACKS AND BUCKLING.		CK: DRIVER'S SEAT/SEATBELT OPERATION/COND. AND SEAT ALARM IF EQUIPED, LUBE SLIDE TRACK.	
CK: FUEL CAP AND NECK FOR LEAKS. CK: DEF CAP		CK: WIPER, WASHER & INTERMITTENT OPERATION & ARM ADJUSTMENT.	
REMOVE AND CLEAN BATTERY TERMINALS, CK BATTERIES FOR CRACKS, CK BATTERY TRAY SLIDES, LOCKS, CABLES, & TIE DOWNS LUBE TRAY SLIDES, CK BATTERY DISCONNECT SWITCH OPERATION & CONDITION		CK: WINDSHIELD CONDITION.	
CK: WHEEL CHAIR LIFT, SENSORS AND CONTROLS		CK: THROTTLE & BRAKE PEDALS FOR DEBRIS, CORROSION & FUNCTION.	
LOAD TEST BATTERIES TO 600 AMPS FOR 15 SECONDS. MIN 9.6 VOLTS.		CK: FIRE EXTINGUISHER AND FIRE SUPPRESION SYSTEM PIN & SEAL.	
CK: CHARGING VOLTAGE ( 14.5 VOLTS +/- 1 VOLT) @ FAST IDLE WITH HEADLIGHTS, MARKER LIGHTS & DOME LIGHTS "ON".		CK: ROADSIDE WARNING DEVICES, (3 PER SET OR SEALED)	
CK: AIR LINES, SHUTOFF VALVES AND FITTINGS FOR LEAKS AND DRAIN AIR TANKS, CK: FOR CONTAMINATION.		CK: REGISTRATION SLIP, BLOODBORNE KIT & TRASH CAN & MOUNT.	
<b>COACH INTERIOR</b>		CK: FAREBOX OPERATION, CLEAN INSIDE WITH COMPRESSED AIR, CK TRIM	
CK: FLOOR COVERING AND SEAM SEALING.		CK: DESTINATION SIGN OPERATION & ELECT CONNECTION. <b>CLEAN SIDE SIGN GLASS.</b>	
CK: ALL CHIME STRIPS/CORDS & STOP REQUESTED SIGN OP & COND.		CK: DOME LIGHTS OPERATION, CK DOME LIGHT ASSY FOR SECUREMENT.	
CK: ALL STANCHIONS, GRABRAILS, MODESTY PANELS & FT/RR MIRRORS.		CK: FRONT DOOR, OPERATION & CONDITION & AIR RELEASE VALVE, CK: DOOR MOTOR, CONTROL RODS & LOCK NUTS, ELECT WIRING SECUREMENT, LUBE DOOR ROLLERS	
CK: ALL INTERIOR PANELS & ENGINE ACCESS FOR CONDITION & SECUREMENT.			
CK: WINDOWS, WEATHER-STRIPING, EMERGENCY ESCAPE WINDOW LATCH ASSY'S & LUBE			
CK: PASSENGER SEATS, MOUNTING, UPHOLSTERY CONDITION & CRASH PADS, CK: ALL SEAT BACKS FOR VANDALISM.			
CK: WHEELCHAIR SEAT LOCKS, BELT CONDITION, FLOOR ANCHORS. CK: Q-STRAINT BELTS.		CHECK FRANGIBLE GLASS & RED HANDLE EMERGENCY RELEASE.	
CK: AIR TANK VALVES & LINE MOUNTING, RUBBING AND LEAKS, CK: SAFETY RELEASE VALVES OP.		CK: ROOF HATCHES OPERATION, CONDITION AND DECALS.	
√ = O.K.	O = ADJUSTMENT MADE	R = REPLACED	X = REPAIR



**24,000 MILE PREVENTIVE  
MAINTENANCE INSPECTION  
NABI BLUEBIRD**

F PMI

<b>BUS #</b>		<b>CURRENT</b>
<b>V/O #</b>		<b>MILEAGE</b>
<b>DATE:</b>	<b>MILES BETWEEN P.M.I</b>	<b>READING</b>
<b>√ = O.K.      0 = ADJUSTMENT MADE      R = REPLACED      X = REPAIR</b>		

	COACH EXTERIOR		COACH INTERIOR
	CK: HI-LO BEAM, TURN SIGNALS, 4-WAY FLASHERS & BEEPER, CLEARANCE LIGHTS, <u>TAIL BACK-UP</u> & LIC PLATE		CK: DASH INDICATOR LIGHTS WITH TEST SWITCH, INCLUDING WAIT TO <u>START</u> .
	CK: ALL LENS CONDITION FOR CRACKS		CK: ABS, CK & STOP ENGINE LIGHTS SHOULD ILLUMINATE MOMENTARILY WHEN BUS IS STARTED IF LIGHTS STAYS ILLUMINATED LOG AS DEFECT.
	CK: WIPER BLADE CONDITION AND ARM SECUREMENT, ADJUST WASHER FLUID LEVEL AND SPRAY NOZZLES,		
	CK: OUTSIDE BUS MIRROR CONDITION, SECUREMENT, CK: MIRROR CONTROLS		PUMP AIR DOWN TO 40 PSI. CHECK WARNING LIGHT & PARKING BRAKE SELF APPLICATION.
	CK: OUTSIDE BUS NUMBERS, LOGOS, BATTERY DISCONNECT, CHP NUMBERS, CK FOR LOOSE OR DAMAGED FENDER SKIRTS.		CK: FAST IDLE ACCELERATOR/BRAKE INTERLOCK.
			CK: AIR COMPRESSOR CUT IN, MIN 85-psi. CUT OUT, MAX 130-psi.
	CK: FRONT & REAR BUMPER SECUREMENT, <u>ALIGNMENT CONDITION</u> .		CK: AIR BUILD UP TIME, FROM 85-psi

			TO <b>100-psi IN 40-SEC</b> .
	CK: BIKE RACK FOR DAMAGE, ACTUATE ALL LATCHES, HANDLES, AND BRACKETS FOR LOCKING & SMOOTH OPERATION. CK W/C DEPLOYED SWITCH & DASH LIGHT.		CK: FOR APPLIED AIR LEAKS. 3 LBS MAX LOSS PER MIN.  CK: PARKING BRAKE CONTROLS, AND KNOB FOR CRACKS, OPERATION & DASH INDICATOR LIGHT, CK: VALVE FOR LEAKS.
	<b>COMPLETE BODY INSPECTION SHEET.</b>		CK: STEERING WHEEL COND, <u>AND</u> <u>WHEEL</u> LASH, VERTICAL MOVEMENT, CK: COLUMN SECUREMENT, BOOT COND, CK: TILT/TELE OPERATION. <b>LUBE STEERING SHAFT AND U-JOINTS.</b>
	CK: HUBODOMETER FOR LEGIBILITY, ACCURACY		
	CORRECT TIRE PRESSURE TO <b>110 PSI FRONT, 100 PSI REAR.</b>		
	CK: FRONT HUB OIL LEVEL, ADJUST AS NECESSARY		CK: ALL DRIVERS CONTROLS: SWITCHES LIGHTS & VISOR CK: RADIO & CONTROLS, MOUNTING & HANDSET.
	CK: REAR AXLE FLANGE, FOR MISSING STUDS & LEAKS.		
	CK: ALL ACCESS DOOR LATCHES, HINGES & PROPS.		CK: DRIVER'S DASH, SIDE AND OVERHEAD CONSOLES FOR CRACKS & SECUREMENT, CK: FOR MISSING SCREWS, CK: DRIVERS <u>WINDOW</u> .
	CK: FIBERGLASS REAR ACCESS PANEL FOR MISSING SCREWS.		
	CK: BODY PANELS FOR CRACKS AND BUCKLING.		CK: HEAT AND DEFROSTERS
	CK: FUEL CAP AND NECK FOR LEAKS. CK: DEF CAP		CK: DASH AIR CONDITIONING CK: REAR AIR CONDITIONING

	REMOVE AND CLEAN BATTERY TERMINALS, CK BATTERIES FOR CRACKS, CK BATTERY TRAY SLIDES, LOCKS, CABLES, & TIE DOWNS LUBE TRAY SLIDES, CK BATTERY DISCONNECT SWITCH OPERATION & CONDITION	CK: DRIVER'S SEAT/SEATBELT OPERATION/COND. AND SEAT ALARM IF EQUIPED, LUBE SLIDE TRACK.
		CK: WIPER, WASHER & INTERMITTENT OPERATION & ARM ADJUSTMENT.
	CK: WHEEL CHAIR LIFT, SENSORS AND CONTROLS	CK: WINDSHIELD CONDITION.
	LOAD TEST BATTERIES TO 600 AMPS FOR 15 SECONDS, MIN 9.6 VOLTS.	CK: THROTTLE & BRAKE PEDALS FOR DEBRIS CORROSION & FUNCTION.
	CK: CHARGING VOLTAGE (14.5 VOLTS +/- 1 VOLT) @ FAST IDLE WITH HEADLIGHTS, MARKER LIGHTS & DOME LIGHTS "ON".	CK: FIRE EXTINGUISHER AND FIRE SUPPRESSION SYSTEM PIN & SEAL.
	CK: AIR LINES, SHUTOFF VALVES AND FITTINGS FOR LEAKS AND DRAIN AIR TANKS, CK: FOR CONTAMINATION.	CK: ROADSIDE WARNING DEVICES, (3 PER SET OR SEALED)
	<b>COACH INTERIOR</b>	CK: REGISTRATION SLIP, BLOODBORNE KIT & TRASH CAN & MOUNT.
	CK: FLOOR COVERING AND SEAM SEALING.	CK: FAREBOX, OPERATION, CLEAN INSIDE WITH COMPRESSED AIR, CK TRIM
	CK: ALL CHIME STRIPS/CORDS & STOP REQUESTED SIGN OP & COND.	CK: DESTINATION SIGN OPERATION & ELECT CONNECTION, <b>CLEAN SIDE SIGN GLASS.</b>
	CK: ALL STANCHIONS, GRABRAILS, MODESTY PANELS & FT/RR MIRRORS.	CK: DOME LIGHTS OPERATION, CK DOME LIGHT ASSY FOR SECUREMENT.



	CK: ALL INTERIOR PANELS & ENGINE ACCESS FOR CONDITION & SECUREMENT.		CK: FRONT DOOR, OPERATION & CONDITION & AIR RELEASE VALVE, CK: DOOR MOTOR, CONTROL RODS & LOCK NUTS, ELECT WIRING SECUREMENT, LUBE DOOR ROLLERS
	CK: WINDOWS, WEATHER-STRIPING, EMERGENCY ESCAPE WINDOW LATCH ASSY'S & LUBE		
	CK: PASSENGER SEATS, MOUNTING, UPHOLSTERY CONDITION & CRASH PADS, CK: ALL SEAT BACKS FOR VANDALISM.		
	CK: WHEELCHAIR SEAT LOCKS, BELT CONDITION, FLOOR ANCHORS. CK: QSTRAINT BELTS.		CHECK FRANGIBLE GLASS & RED HANDLE EMERGENCY RELEASE.
	CK: AIR TANK VALVES & LINE MOUNTING, RUBBING AND LEAKS, CK: SAFETY RELEASE VALVES OP.		CK: ROOF HATCHES OPERATION, CONDITION AND DECALS.
✓ = O.K.      O = ADJUSTMENT MADE      R = REPLACED      X = REPAIR			

UNDERCARRIAGE	ENGINE
CK SECONDARY FUEL FILER, CK ADAPTER FOR COND & MOUNTING	<b>CHANGE SPINNER FILTER &amp; O-RINGS</b> , CK: MOUNTS & CLAMP
<b>DRAIN ENGINE OIL, REPLACE FULL FLOW FILTER, TAKE OIL SAMPLE,</b> TORQUE OIL PAN DRAIN PLUG	<b>REPLACE AIR FILTER</b> , RESET AIR RESTRICTION GAUGE, CK: AIR CLEANER HOUSING & INLET TUBING FOR CONDITION, & FOR LOOSE CLAMPS & FITTINGS. <b>REPLACE PRIMARY FUEL FILTER</b>
<b>REPLACE COOLANT FILTER</b> , CK: ADAPTER & LINES FOR LEAKS.	
CK: DIFFERENTIAL OIL LEVEL, ADJUST AS REQUIRED, CK: DIFF HOUSING FOR CRACKS & CK WHEEL & PINION SEALS FOR LEAKS	CK P/S OIL LEVEL, CK: RESERVOIR, PUMP & LINES FOR LEAKS, MOUNTING & COND, REFILL OIL.
CK: U-JOINTS (1/16" PLAY MAX), U-JOINTS BOLTS SECUREMENT, SLIP-YOKE CONDITION & DRIVELINE PHASING.	PRESSURE TEST COOLING SYSTEM TO (7 PSI) FOR 5 MIN, CK FOR LEAKS. CK: SURGE TANK MOUNTS & ALL COOLANT LINES FOR RUBBING, WEAR & SECUREMENT.
GREASE ALL CHASSIS LUBE POINTS THOROUGHLY	

CK: CONDITION OF STEERING KNUCKLES, SEALS BRG'S, CK: FOR EXCESSIVE MOVEMENT ON KINGPINS & WHEEL BRG'S FOR PLAY FRNT/REAR.	<b>TOTAL FLUIDS USED</b>	
CK: AIR TANKS, VALVES & LINES FOR MOUNTING, RUBBING LEAKING OR SYSTEM CONTAMINATION, CK: SAFETY RELEASE VALVES OP.	ENGINE OIL	_____
ON INTERNATIONAL CK: PARKING BRAKE OPERATION, CK: FOR AIR LEAKS. ELSE, CK: PARKING BRAKE CABLES AND LINING	TRANS FLUID	_____
CD: BRAKE LINING THICKNESS, LOOK FOR MANUFACTURERS WEAR LINE AND NOTE WHEN THE PADS ARE TOUCHING OR BELOW THE WEAR LINE. CK: CALIPERS FOR LEAKING OR BINDING	Diff Fluid	_____
	P/S Fluid	_____
CK: MUDFLAPS AND SECUREMENT	ALL OF THE ITEMS LISTED ON THE FORM AND ED OK ARE IN GOOD OPERATING CONDITION	
ON INTERNATIONAL CK: SIDE PANEL SECUREMENT		
	MECHANICS SIGNATURE	_____
	SUPERVISORS SIGNATURE	_____



**F PMI  
22,500 MILE PREVENTIVE  
MAINTENANCE INSPECTION  
2015 INTERNATIONAL**

BUS # \_\_\_\_\_  
W/O # \_\_\_\_\_  
DATE: \_\_\_\_\_

MILEAGE READING	
MILES BETWEEN P.M.I	

√ = O.K.		O = ADJUSTMENT MADE		R = REPLACED		X = REPAIR	
COACH EXTERIOR				COACH INTERIOR			
CK: HI-LO BEAM, TURN SIGNALS, 4-WAY FLASHERS & BEEPER, CLEARANCE LIGHTS, TAIL, BACK-UP & LIC PLATE CK: ALL LENS CONDITION FOR CRACKS				CK: DASH INDICATOR LIGHTS WITH TEST SWITCH, INCLUDING WAIT TO START .			
CK: WIPER BLADE CONDITION AND ARM SECUREMENT, ADJUST WASHER FLUID LEVEL AND SPRAY NOZZLES.				CK: ABS, CK & STOP ENGINE LIGHTS SHOULD ILLUMINATE MOMENTARILY WHEN BUS IS STARTED IF LIGHTS STAYS ILLUMINATED LOG AS DEFECT.			
CK: OUTSIDE BUS MIRROR CONDITION, SECUREMENT. CK: MIRROR CONTROLS				PUMP AIR DOWN TO 40 PSI, CHECK WARNING LIGHT & PARKING BRAKE SELF APPLICATION.			
CK: OUTSIDE BUS NUMBERS, LOGOS, BATTERY DISCONNECT, CHP NUMBERS, CK FOR LOOSE OR DAMAGED FENDER SKIRTS.				CK: FAST IDLE ACCELERATOR/BRAKE INTERLOCK.			
CK: FRONT & REAR BUMPER SECUREMENT, ALIGNMENT, CONDITION.				CK: AIR COMPRESSOR CUT IN, MIN 85-psi. CUT OUT, MAX 130-psi.			
CK: BIKE RACK FOR DAMAGE, ACTUATE ALL LATCHES, HANDLES, AND BRACKETS FOR LOCKING & SMOOTH OPERATION. CK W/C DEPLOYED SWITCH & DASH LIGHT.				CK: AIR BUILD UP TIME, FROM 85-psi TO 100-psi IN 40-SEC .			
<b>COMPLETE BODY INSPECTION SHEET.</b>				CK: FOR APPLIED AIR LEAKS. 3 LBS MAX LOSS PER MIN.			
CK: HUBDOMETER FOR LEGIBILITY, ACCURACY				CK: PARKING BRAKE CONTROLS, AND KNOB FOR CRACKS, OPERATION & DASH INDICATOR LIGHT. CK: VALVE FOR LEAKS.			
CORRECT TIRE PRESSURE TO <b>110 PSI FRONT, 100 PSI REAR.</b>				CK: STEERING WHEEL COND, AND WHEEL LASH, VERTICAL MOVEMENT, CK: COLUMN SECUREMENT, BOOT COND, CK: TILT/TELE OPERATION. <b>LUBE STEERING SHAFT AND U-JOINTS.</b>			
CK: FRONT HUB OIL LEVEL, ADJUST AS NECESSARY				CK: ALL DRIVERS CONTROLS: SWITCHES LIGHTS & VISOR CK: RADIO & CONTROLS, MOUNTING & HANDSET.			
CK: REAR AXLE FLANGE, FOR MISSING STUDS & LEAKS.				CK: DRIVER'S DASH, SIDE AND OVERHEAD CONSOLES FOR CRACKS & SECUREMENT, CK: FOR MISSING SCREWS, CK: DRIVERS WINDOW .			
CK: ALL ACCESS DOOR LATCHES, HINGES & PROPS.				CK: HEAT AND DEFROSTERS			
CK: FIBERGLASS REAR ACCESS PANEL FOR MISSING SCREWS.				CK: DASH AIR CONDITIONING CK: REAR AIR CONDITIONING			
CK: BODY PANELS FOR CRACKS AND BUCKLING.				CK: DRIVER'S SEAT/SEATBELT OPERATION/COND. AND SEAT ALARM IF EQUIPED, LUBE SLIDE TRACK.			
CK: FUEL CAP AND NECK FOR LEAKS. CK: DEF CAP				CK: WIPER, WASHER & INTERMITTENT OPERATION & ARM ADJUSTMENT.			
REMOVE AND CLEAN BATTERY TERMINALS, CK BATTERIES FOR CRACKS, CK BATTERY TRAY SLIDES, LOCKS, CABLES, & TIE DOWNS LUBE TRAY SLIDES, CK BATTERY DISCONNECT SWITCH OPERATION & CONDITION				CK: WINDSHIELD CONDITION.			
CK: WHEEL CHAIR LIFT, SENSORS AND CONTROLS				CK: THROTTLE & BRAKE PEDALS FOR DEBRIS, CORROSION & FUNCTION.			
LOAD TEST BATTERIES TO 600 AMPS FOR 15 SECONDS. MIN 9.6 VOLTS.				CK: FIRE EXTINGUISHER AND FIRE SUPPRESION SYSTEM PIN & SEAL.			
CK: CHARGING VOLTAGE ( 14.5 VOLTS +/- 1 VOLT) @ FAST IDLE WITH HEADLIGHTS, MARKER LIGHTS & DOME LIGHTS "ON".				CK: ROADSIDE WARNING DEVICES, (3 PER SET OR SEALED)			
CK: AIR LINES, SHUTOFF VALVES AND FITTINGS FOR LEAKS AND DRAIN AIR TANKS, CK: FOR CONTAMINATION.				CK: REGISTRATION SLIP, BLOODBORNE KIT & TRASH CAN & MOUNT.			
<b>COACH INTERIOR</b>				CK: FAREBOX OPERATION, CLEAN INSIDE WITH COMPRESSED AIR, CK TRIM			
CK: FLOOR COVERING AND SEAM SEALING.				CK: DESTINATION SIGN OPERATION & ELECT CONNECTION. <b>CLEAN SIDE SIGN GLASS.</b>			
CK: ALL CHIME STRIPS/CORDS & STOP REQUESTED SIGN OP & COND.				CK: DOME LIGHTS OPERATION, CK DOME LIGHT ASSY FOR SECUREMENT.			
CK: ALL STANCHIONS, GRABRAILS, MODESTY PANELS & FT/RR MIRRORS.				CK: FRONT DOOR, OPERATION & CONDITION & AIR RELEASE VALVE, CK: DOOR MOTOR, CONTROL RODS & LOCK NUTS, ELECT WIRING SECUREMENT, LUBE DOOR ROLLERS			
CK: ALL INTERIOR PANELS & ENGINE ACCESS FOR CONDITION & SECUREMENT.				CHECK FRANGIBLE GLASS & RED HANDLE EMERGENCY RELEASE.			
CK: WINDOWS, WEATHER-STRIPING, EMERGENCY ESCAPE WINDOW LATCH ASSYS & LUBE				CK: ROOF HATCHES OPERATION, CONDITION AND DECALS.			
CK: PASSENGER SEATS, MOUNTING, UPHOLSTERY CONDITION & CRASH PADS, CK: ALL SEAT BACKS FOR VANDALISM.							
CK: WHEELCHAIR SEAT LOCKS, BELT CONDITION, FLOOR ANCHORS. CK: Q-STRAINT BELTS.							
CK: AIR TANK VALVES & LINE MOUNTING, RUBBING AND LEAKS, CK: SAFETY RELEASE VALVES OP.							
√ = O.K.		O = ADJUSTMENT MADE		R = REPLACED		X = REPAIR	



**TTD - 6,000 Mile Inspection**

<p>Steam clean the following components/areas Engine, radiator, battery box, wheelchair lift equipment, condenser core and fan blades.</p> <p>Review Driver Pre/Post trip write-ups.</p> <p>Verify all electronic equipment functioning properly</p> <p>Verify Neutral Safety/Start Protection Devices are properly functioning.</p>	<p>Precaution must be taken to keep electronic equipment/controls dry. When cleaning radiator and condenser precaution must be taken not to clean at an angle, This will damage components fin systems All components/areas free of dirt.</p> <p>Defects from Pre/Post trip must be repaired.</p> <p>AVL, Radio systems, passenger communication systems, head, side and destination <u>signs</u> <u>ace</u> all working properly</p> <p>Vehicle should not start in any position other than neutral. Starter should not engage while engine is running.</p>	<p>Pass Fail</p>	
<p>Operate wheelchair lift systems. Verify all system safety systems are functioning properly</p>	<p>Lifts should operate smoothly without hesitation, all lifts must include brake interlock system, Sensitive edges and restraint systems must function as designed on all models.</p>	<p>Pass fail DD</p>	
<p>Verify all emergency exit windows and hatches function as designed. Section 517.217 Federal Motor Carrier Safety Administration</p>	<p>Each emergency window must be inspected. Channels must be free of debris and dirt, latches, and mechanisms must function as designed. Windows must open with minimal force.</p>	<p>Pass Fail 0 0</p>	
<p>Verify that all vehicle exterior lighting is functioning properly and interior/exterior mirror are in good condition. This includes: back up lights, marker, turn signals/4 ways, pinow beams, All Exterior Lighting systems</p>	<p>All lighting fixtures should illuminate when energized. All lens properly attached, no cracked or discolored lens are acceptable. Lights must be installed correctly. Replace LED lights if 1/2 or greater of the lights are burned out. Mirror heads and arms mounted securely. All mirrors must hold adjustment. Glass free of chips or discoloring and attached securely.</p>	<p>Pass fail DD</p>	
<p>verify bicycle rack condition</p>	<p>Racks are properly attached, locking mechanisms function properly. No cracks in frames, all hinges &amp; bushings are in good working condition</p>	<p>Pass fr n</p>	

**TTD - 6,000 Mile Inspection**

<p>Verify condition of all tires and wheels. Verify all wheels are at proper torque.</p>	<p>Tire properly inflated &amp; tread must measure at least 4/32 on front axle and 2/32 on rear axles at all points in the tread pattern(s). No cuts, bulging or irregular wear patterns. No sidewall damage or excessive wear into the sidewall bars. No valve stem damaged. Wheel lugs are properly torqued to manufacturer's specifications, with no signs of damage. Hand holes must be properly aligned.  <i>Note:</i> Document tire tread depth and tire pressure readings on inspection sheet provided.</p>	<p><u>pass</u> <u>fail</u> D D</p>	
<p>Inspect windshield wipers and ensure washer system is operational.  Inspect Windshield for damage.</p>	<p>Wiper assemblies securely attached. No excessive movement in saddle hardware. Blade material free of cracks and material is pliable. Wiper arms have adequate spring tension. Washer fluid must properly cover both W/S surfaces. Blade must make complete contact with W/S surfaces. When operated wiper blade contact area is cleared without streaking. Windshield must be free of cracks in direct line of driver's vision, or path of wiper blades.</p>	<p><u>fail</u> D D</p>	
<p>3 Verify that all switches/lights are working. All dash panels/covers property secured. All switch/control devices are property identified/ labeled  Verify that horns (Hi &amp; Low pitch) are working properly  Verify condition of fire extinguisher Verify hazard triangles condition</p>	<p>All switches and lights operate/illuminate properly. All panels/covers must be properly tightened utilizing the proper/same fasteners. No loose or missing fasteners are acceptable. All switch/control devices are identified as designed by OEM. Label/plates must be properly secured and legible. Horn should be clearly audible; switch should not stick or hesitate when applied.  fire extinguisher must be properly secured, fully charged and sealed. Validate proper service date.  Triangles must be properly stored and all 3 in good working condition</p>	<p><u>fail</u> D D</p>	
<p>3 Verify all passenger door systems are working properly.  Lubricate all door components</p>	<p>All door system controls function as designed, door should not delay when activated. No worn linkages or hinges are acceptable. Acceptable door speed is 1.5-3.0 for either opening or closing operation. All door seals seal properly, seal material is pliable, no cracks or rips in material are acceptable. If equipped all safety/sensitive edge system must function as design. (Refer to specific OEM Maintenance Manuals for sub-fleet operating specification) fittings must be cleaned prior to applying lubrication. All fittings must take lubricant</p>	<p>Pass Fail D D</p>	

TTD - 6,000 - Vehicle Inspection

<p>Verify condition of interior components to include seating, flooring, wall/ceiling panels, ad frames, emergency hatches and windows.</p>	<p>Structures not damaged &amp; secured flooring stable/good condition &amp; no tripping hazards. Stanchion(s) properly secured and padded (if applicable). All wall/ceiling panels properly secured and no damaged or discoloration. Ad frames securely mounted and no cracks.</p>	<p>Fail D D</p>	
<p>All models where applicable. Verify rear engine access panels are properly secured</p>	<p>Remove rear seat or panels. Access panel must be securely attached with OEM recommend fasteners. Any OEM insulation must be intact and property installed.</p>	<p>Complete n</p>	
<p>Clean head, side and rear destination sign compartments</p>	<p>Compartments to be cleaned with compressed air. Areas must be free of dirt and debris.</p>	<p>Pass/Fail nn</p>	
<p>Verify condition of windows, emergency window exits and roof hatches</p>	<p>Windows free of graffiti and property secured. All rubber seals lubricated. All release mechanisms operate smoothly. Hatches properly identified with decals and open freely with moderate pressure. Hatch seals in secured and in good condition</p>	<p>Pass/Fail D D</p>	
<p>Verify steering wheel and column mounting and condition. (tilt/telescopic columns)  Verify condition of brake pedal and accelerator pedal</p>	<p>Steering wheel and column properly mounted. No movement in column, to include any movement between the steering wheel and upper steering shaft of column. Telescopic steering column systems must function as designed. All functions must adjust and lock properly. No excessive movement is acceptable. (refer to OEM manuals for specifications and allowable tolerance) Pedal cover material in good condition and property attached. No lateral movement in pedal/pin system acceptable. No sticking is acceptable for either pedal</p>	<p>Pass/Fail D D</p>	
<p>Verify condition of all steering components to include kingpin play and wheel bearing front adjustment on front axle.</p>	<p>Pitman arm &amp; steering box securely attached with no leaks. No up &amp; down movement in tie-rod or drag-link ends that exceeds 1/16 an inch. Turn wheel and ensure tires do not move. Check draglink or drag lines. Check play at the steering shaft transfer box (if equipped). No excessive play in steering wheel With front axle jacked up check kingpin and wheel bearing end-play, no excessive movement is acceptable. Adjust/replace as needed.</p>	<p>Pass/Fail D D</p>	
<p>Replace HVAC return air filters. (All Vehicles) Replace Battery Pack Cooling Filter (900 Series)</p>	<p>Filter material is to be replaced, if bulk material is cut to size ensure material completely covers evaporator cores. Ensure filter is properly sealed around the perimeter to ensure return air flow is forced through material. Two filter changes are required on the following sub-fleets: 200, 500 and 800 series vehicles. Check and replace Roof</p>	<p>Complete D</p>	



**TTD - 6,000 Mile Inspection**

	battery pack cooling fitter on 900-Series Hybrid New flyer and NAB vehicles.		
1 Service vehicle batteries Verify alternator output	Battery deck surfaces free of dirt., side of batteries not swollen Clean battery slide rails and channels as needed lubricate with twister Renetrating Fluid No loose or damaged connections, cables, terminal post are acceptable. Electrolyte at proper level in all cells. load test batteries. Alternator output at batteries must be 27.5 with engine on fast idle with system under full electrical load.	Complete  D	
1 Verify condition of hydraulic fan system and Change fluid and filters	System is properly filled with fluid. Fluid must not show signs of excessive dirt or deterioration. Components and hoses must be leak free. All hoses property routed with no chaffing, cracks or splrtting is acceptable.  Change fluid/filter system free of leaks,	D <u>fail</u> D	
1 Verify condition of engine and pony motor compartment  Verify components are secured (A/C Compressor, alternator air compressor exhaust system etc.)	Bells tension property adjusted/alignment & secured. Belts not cracked/frayed/separated. All fluid fittings lines, clamps and hoses properly routed & secured. NO cracked, cut, bulging, collapsed or leaking lines. AU exhaust system piping, clamps and components properly secured, no indicators of system leaks acceptable. Wiring harnesses must be properly mounted; no bare or frayed wiring is acceptable.  All components attached/secured property, no system leaks detected (oil, anti-freeze, hydraulic fluids) All fluid levels are filled to property level. Do not add oil, fluid will be changed on this insoection interval	Pass Fail D D	
4 Pressure test coolant system check for system leaks.	Apply air pressure to coolant system in accordance !!! OEM specification. Ensure all heat system isolation valves are open. System must be leak free under sustained pressure. Pressure drops indicate system coolant leak. Leaks must be identified and repaired orior to vehicle beina returned to seivce.	D <u>fail</u> D	

**TTD - 6,000 Mile Inspection**

<p>4 Verify Condition of Articulated system and bellow</p>	<p>Open the platforms front and rear remove all debris and clean articulated area. No hydraulic fluidleaks are acceptable. Inspect all screw joints of articulated section. Ensure joints are not damaged and wire rope tension is property <u>set</u> and rope seated. All electrical connections and harness are in good condrtion. Ensure all bearings and sliding segments are properly seated and show no signs of wear. Inspect all mechanical components; replace any worn or defective parts. Verify proper operation of max angle sensors. <u>B.eil.alujis</u> to be free of rips, holes etc. and property seated and secured. Refer to maintenance manuals for OEM specifications.</p>	<p><u>Fail</u> D D</p>	
<p>4 All Adic11lafed Models lubricate articulated systerr components Verify condition 0 Oevices/Components</p>	<p>Fitting must be cleaned prior to lubrication. _lubricate au fitting. Excess lubricant must be removed.  All control devices must be within OEM specifications. Thisincludes torques. pressures and clearance.  Refer to OEM manuals for soecification details</p>	<p>Comple.  D</p>	
<p>lubricate undercarriage starting at Rear axle. Verify Driveline condition and alignment</p>	<p>All fittings cleaned prior to applying lubricant All fitting should accept lubricant. If fitting does not, replace fitting and attempt lubrication again. <u>Ocive-line</u> in phase/aligned &amp; properly secured. No movement at joints or play at slip yolk. Drive line safet <u>guard is</u> in place, secured and not damaged  lube points are property lubricated. No signs of over or under lubrication. Caution is to be taken not over lubricate brake components.</p>	<p>Comple.  D</p>	
<p>Change differential fluid; ensure fluidis filled to proper level.  Clean rearaxle vent</p>	<p>Change fluid, inspect fluid for abnormal metals. Ensure drainplug is magnetic. Fluid should be 1/8 lo ¼ below the plug opening.  Vent line should be free of dirt build up and vent cap should be free. Pinion sealcarrier bolts/screws tight, free of excessive dirt and no leaks.</p>	<p><u>Fail</u> D D</p>	
<p>4 Verify condition of vehicle suspension components Record ride height Front ___ Center ___ Rear ___</p>	<p>All components securely attached. All bushings in good condition, with no signs of excessive movement or metal to metal contact. Shocks dry wilh no signs of leakage, shock bushings intact wttt no signs of movement. No air leaks detected on air bags or other components &amp; ensure proper ride height is obtained. (Follow manufacturers auidetines)</p>	<p><u>Fail</u> D D</p>	
<p>4 Verify condition of frame and chassis.</p>		<p><u>Pass</u> <u>Fail</u></p>	



**TTD - 6,000 !\file Inspection**

	Members, bulk heads in good condrtion, frame fasteners properly secured no cracks or deterioration visible.		
Verify condition of electrical conditions and cleanliness in junction and panelboxes	Remove panels and open access doors to expose electrical wiring and connections. All connection/fasteners/plug tight and properly insulated as designed by OEM. With compressed air blow are excess dirt and debris.	Complete D	
2 Verify vehicle main electrical system ground condition.	No sign of cable or cable end deterioration is acceptable. Cable connection must be tight and installation material applied. If signs of corrosion are present, electrical grounds are to be removed and properly cleaned. Prior to reattaching ground cable mating service is to be properly cleaned using a wire brush or like tool	Pass Fail D [	
2 Brake system air loss test.	Apply and hold a brake application, allow system to stabilize for 15 seconds. "Do not release" while holding, observe air gauges for system pressure loss. Any loss of 3psi in 5 minutes requires corrective action prior to placing the vehicle back in sevice.	Complete D	
3 Perform the Federal Motor Vehicle Safety Standard (FMVSS-121) Air system test.	Follow FMVSS instructions applicable to the coach you are working on for completion of the air system diagnostics lest. (See Foreman for a copy of the applicable procedure)	Pass Fail D D	
3 Verify brake adjustment, foundation components and hardware.  (all wheel positions)  Drain air tanks verify tanks are properly mounted	M1 applies brakes/M2 verifies the following: Slacks activate and are adjusted properly. (cecco rd slack travel) Check cam roller position (no high cam) No lining below wear line is acceptable. Linings and pads free of grease and oil. No cracks or separated lining is acceptable. Drum surface must be grease and oil free. No excessive healcracks or signs of glazing on drum surfaces. "Slack adjustors that exceed travel spec require corrective action prior to returning vehicle to service. Brake adjustments alone are not acceptable.  Air system free of moisture/oil. If contaminated with oil corrective action required. All air tank brackets, fasteners and associated hardware is in good condition. No loose, CCiCM.<1or damaged mounting brackets are acceptable. All fasteners are in place and properly tightened.	Pass Fail D D	
3 Verify base condition of fire suppression system	Supply nozzles caps are on, no leaks or frayed hoses/nines. Tank is secured, manual discharge pin is secured. Has valid inspection date.	Pass Fail D D	

TTD - 6,000 !\file Inspection

<p>3 Verify condition of engine, pump motor and transmission mounts.</p>	<p>All mounts are securely attached; no loose bolts or mounting plates are acceptable. Mounting rubber/material in good condition, no excessive soltrtina or crackina acceptable.</p>	<p>Pass Fail D D</p>	
<p>3 Check with foreman to verify if transmission service is required  Change transmission fluid filter Take fluid sample</p>	<p>Sample taken and documented properly.  Filters changed. Upon startup of engine verify there are no leaks at filter housings.  •ensure unit is filled to the proper fluid level.</p>	<p>Complete  D</p>	
<p>Alt vehicle: Take oil sample Change engine oil and filter Verify condition of fuel filter Change air filter  Change crankcase ventilation filter  Perform coolant strip test  Perform air dryer service.</p>	<p>Oil sample taken and properly documented. Drain oil and remove oil filter, closely inspect drain plug for heavy/unusual metals. Oil filter properly primed before installation. Caution is to be taken not to over or under tighten filter. Drain plug tighten to manufacturer torque specification. Fill engine with proper weight oil If deemed <u>necessacy</u> replace fuel filter element. Prime filter housing, reinstall and tighten to manufacturer specification. Spin on fuel filters <u>are</u> to be changed at this interval. Change air filter element. Verify that all hoses clamps etc. <u>on air</u> filler system are intact and securely mounted  •start engine upon completion of these tasks. No fluidleaks acceptable at fitters or drain plug  Record results of coolant strip test and report negative results  Replace desiccant cartridge, clean filter housing, inspect checkvalve and rebuild purge valve assembly.</p>	<p>Complete  D</p>	
<p>Verify Fire suppression system</p>	<p>Verify system is charged, ensure there are no obstructions or debris at nozzles, nozzle caps are in place. All hoses/supply hoses are free of rubbing or obstruction.</p>	<p>Complete  n</p>	
<p>Road test vehicle.  Perform <u>mr oru</u>, <u>Brake</u> Test</p>	<p>Follow communicated road test route. Connect the Pro-Link and check for fault codes, turbo boost pressure and check retarder operation in all stages. Report any drivability defects identified during road test. HVAC system should be operated to ensure system functions properly. Record brake test results on the inspection checklist attached.</p>	<p>Complete  D</p>	
<p>Document RTA properly to reflect work performed during the inspection process</p>	<p>Work properly documented using proper Primary/Secondary Coding. Add notes to system that are relevant to work performed.</p>	<p>Complete  n</p>	

TTD - 6,000 !\file Inspection

Record Tire Inspection On Data Sheet

\_\_\_\_\_

Mechanic Signature & No.: \_\_\_\_\_

Date:

\_\_\_\_\_

Supervisors/Foreman's Signature: \_\_\_\_\_

Date:

\_\_\_\_\_

Side	Throw
L4	1 7/8"
R4	1 7/8"
L3	2"
R3	2"
L2	2 1/8"
R2	2 1/8"
L1	4 1/8"
R1	4 1/8"
L0	3 1/2"
R0	3 1/2"
Tire tread Depth	
Front	Minimum tread depth 3/32"
Rear	Minimum tread depth 2/32"

*Inspection Check List*

Vehicle No.	W/O No.	Mechanic Name & No:
-------------	---------	---------------------

Brake Throw Document & describe defects and/or adjustments made in the space provided below:

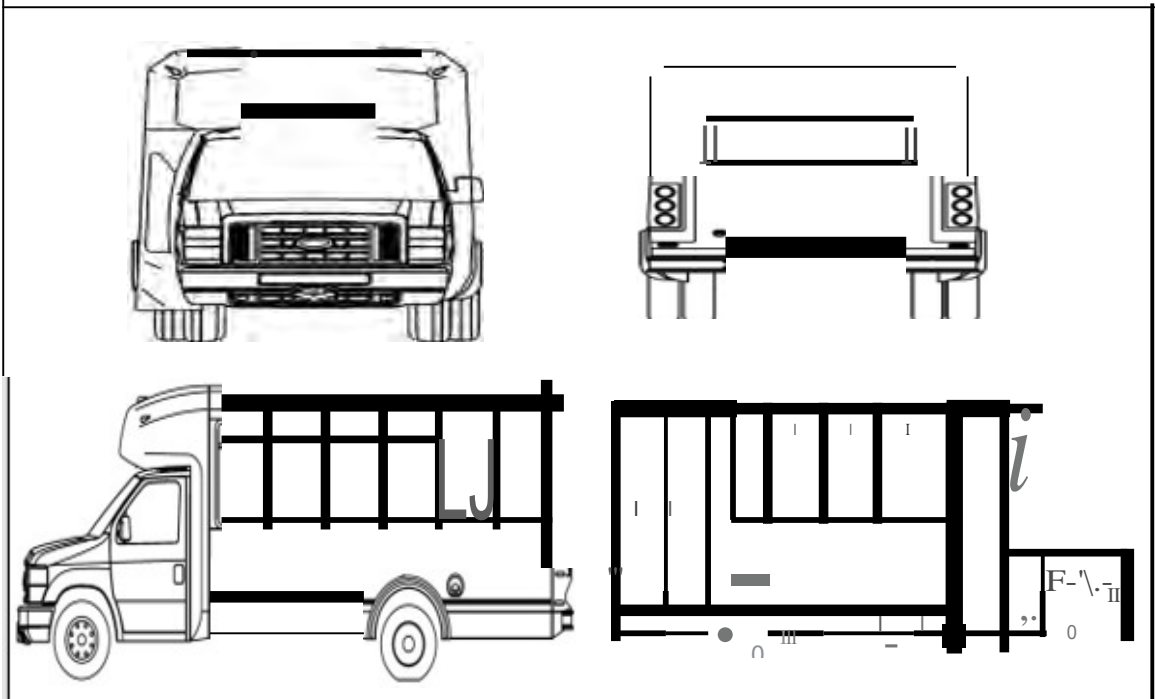


Boay o.amageReport. mc1lcate wltan an x ora11aaoay Damage

\_\_\_\_\_  
Technician(s) Complete Signature

\_\_\_\_\_  
Tec/NI, C/an(s) comp.1e<e srgnawre o.a,e

\_\_\_\_\_  
si:pe.rv comp.1e<an:te care





# Standard Operating Procedures



## TTD EMPLOYEE TRAINING REPAIR PROCESSES AND PROCEDURES.

1. All vehicles at TTD must be removed from service and a Work order created before any technician begins repairs.
2. Besides Working on scheduled PM's, all unscheduled equipment in the yard must have a QI inspection done.
3. Prior to beginning work – At the start and upon completion communication with the manager and dispatch must be established. Let dispatch know when a bus (unit) is being downed or is cleared for service.

Example:

1. 10:00 Service started on unit 204 – will check and advise, Oscar.
2. Bad starter – Put in Parts request, Parts clerk ordered parts ETA 16:00 Oscar.
3. Starter and service completed – 22:00 Oscar.

Example:

1. 06:00 Service started on unit 204 – Will check and advise, Edgar.
2. 08:00 Service completed – See PMI sheet.
3. 08:05 During inspection found leak at front main seal – Work needs to be scheduled – Turned over to Oscar (Edgar).
4. 07:30 Oscar – Removed components, replaced front seal, Reinstalled components, Unit completed – Oscar.

### When Opening A Work Order:

1. Technicians should be clocked into a work order at all times. If you have completed all the work, make sure your notes are completed and you have signed off on the work order.
2. Assigned work orders are to be kept in the designate safe workstation or location. (Never keep work orders on your tool box or on the shop floor).



3. The vehicle information sections must be completely filled out.
4. When dealing with and handling OVIR's the process is the same as a repair. Except when a driver approaches you with an OVIR, be polite and cordial, ask them to describe the issue being reported. Take a minute to go with him/her and review the OVIR.
  - If the complaint is a safety sensitive light or issue, make the needed repairs.
  - If the complaint is non safety related and the unit is safe to drive advise the driver to note the issue on his/her OVIR.
  - If the complaint is major, advise the driver to notify dispatch and have a road call opened immediately in solutions and inform dispatch of your findings.
  - Your goal is to examine each complaint to ascertain the validity and/or severity of the issue while the driver is present.
    1. Verify complaints and make sure work orders are opened for each complaint.
    2. Start with the first initial complaint and work through each complaint/work order.
    3. Once work order is completed detail your work in the comments and sign off and date the work order.
    4. Sign and date the OVIR located in the cab of the bus/unit when work is completed.
    5. Make sure the white copy of the OVIR is attached to the work order for the first initial complaint.
    6. Put all finished work orders in the "Complete Work Order" bin.

Ensure the cause(s) are being addressed:

### **Complaint   Cause   Correction**

And they are clearly stated and defined on the work order.

If unsure or unable to diagnose a problem with any unit or component within 30 to 40 minutes of starting the work on a repair order

**STOP IMMEDIATELY.**





Andspeak to you lead, technician, supervisor, or manager.

You must also define the reason for repair:

For example:

What happened?

Was the damage caused by accident, abuse, normal wear or vandalism?

Report any type of damage to Management immediately.

In your stories you must be specific and detailed as follows:

1. Complaint - Unit will not start, will advise - Oscar.
2. Cause-Found the starter is shorting out.
3. Correction - Removed the bad starter and replaced it with a new one, no core to return - Oscar.

Technicians must remember.

1. Some designated components require vendor preapproval before repairs can begin.

(Prior authorization required)

2. On some designated components, part serial numbers (old and new) must be detailed or written in the solutions story. You will need to write them on the work order.
3. If parts need to be ordered, make sure the request is put into solutions and ask if they are under warranty or not.
4. If a unit is under warranty be careful, check your story and make sure the three as are detailed on the work order.
5. Parts ordered and used for each repair must match what is needed for the complaint.
6. All batteries must be tested for condition. If no good, they must immediately be immediately tagged for replacement.
7. All cores/parts must be properly marked, and tag filled out.
8. All warrantable parts must be properly tagged.
9. Parts needed to be replaced in their respective assigned locations. Warranty with warranty and cores with cores.



If a part was ordered and wasn't used, it must be returned to the returns area and the parts clerk notified.

1. The parts clerk must be notified immediately.
2. The vendor must be contacted by the parts clerk or management
3. Shipping or pick up must be arranged by the parts clerk and the vendor. With P.O. attached if needed.
4. Once a credit has been issued by the vendor, it must be credited to the P.O.



## EMPLOYEE TRAINING DOT DECAL PLACEMENT

Lettering varies in color depending on the background of the Bus —  
Operated by decal is 1" tall, and the DOT Numberings are 2" Tall



CA 332536



Once the Vendor's Invoice arrives it will be matched against the Repair Order the Vendor's Work Order or DR and processed for payment.



## INVENTORY & SERVICE PROCEDURES

Tahoe Transportation  
DISTRICT

### TTD EMPLOYEE TRAINING

#### IN HOUSE VENDOR REPAIRS AND SERVICE PROCEDURES

Vendor Repairs performed with TTD provided parts

There are a number of instances when a vendor is called out to perform repairs on our equipment and TTD Transportation will provide the parts to complete the repairs.

This type of service request can apply to just about any component, but it mostly affects repairs such as hydraulic components, etc. The one component most affected is the Tire Inventory.

If left unmanaged or unchecked; this is one area where we can lose massive amounts of inventory, and cash)

When you call a Vendor to replace tires on a unit in house you must:

Choose a primary Vendor such as the GCR Tire vendor:

Let say you need tires replaced on site due to wear (at S/32nds Take Off)- and you want the vendor to replace all 8 tires with TTD's stock. First you must make sure to:

- Have the Vendor Information.
- Remember the Vendor must generate and send a Quote for repairs for each unit he is working on and all information must match.
- Call Dan/Leslie at TTD For an outside service PO request prior to the work commencing... A Service Repair Order must be created for Outside Vendor Repairs (PO's will not be issued without Quotes)
- Detail the work being contracted or performed. Tire service mount/dismount only).
- State the quantity of tires being replaced, brand and type. (Recap Drives, U- Drives Used), New Virgin G392SSD, etc.). (TTD Stock).
- Issue the PO to the vendor, he will need to write the PO on the Work Order.

Once the repairs are completed you must review the work for quality as well as the Vendor's work order or OR for accuracy.

- Make sure that the Vendor understands that all work performed must be detailed on his Work Order, the story should be clear. For example:

CUSTOMER PROVIDED PARTS 18 NEW VIRGIN DRIVES, GOODYEAR 1 1/2" and the Tire 225/R75x16

- Also account for the casings being removed and ensure we hold on to any and all casings for later RAR review.
- The parts Clerk must Fax or e-mail the Vendors Work Order immediately to Leslie or accounting for processing.

Once the Vendors Invoice arrives it will be matched against the Repair Order the Vendor's Work Order or DR and processed for payment

The exception would be Managerial Approved over the road Emergency "Service" the Invoice and PO request must be processed immediately following the incident.



## **TTD EMPLOYEE TRAINING**

### **PARTS INVENTORY RECEIVING**

a. Any and all Products, Parts or Supplies Being Delivered and Received must be monitored by the Parts Clerk and or all personnel at the location.

1. The shipments must be physically counted & verified against the Packing Slip and or Invoice. (This should be done while the delivery driver is present and any discrepancies addressed)
2. The quantity detailed in the invoice / received must be circled if correct.
  - a. If you find a discrepancy while verifying the quantities; draw a single line through the invoiced QTY then write the correct number immediately next it and bring it to the Parts Clerk or Managers attention immediately.
3. Sign the invoice, & make sure to include the time and date received.
4. Invoices and Parts must be entered into Solutions by the Parts Clerk or Manager immediately.
5. When processing invoices into Solutions, Part Numbers, the Manufacturer, quantities, as well as cost must be reviewed for accuracy.

b. All invoices, packing slips, receiving documentation must be turned in to the Parts Clerk or Manager.

Once a product is delivered it must be labeled with the correct part number and stored in their proper BIN location.

### **Dealing with Outside Vendors**

c. Any outside vendors such as Tire, Glass Vendors, towing companies must be checked, re-checked, triple checked and all work monitored.

1. Before you call an outside vendor make sure you have inspected the issue (damage) and are familiar with the work they are being asked to perform.

2. A separate Repair Order must be opened for each unit being assigned to a vendor and the foreman must detail by line what work the vendor is being asked to perform.
  - a. The position, parts and labor performed must be reflected on the Repair Order stories.

*Example: Front windshield cracked / needs replacement. (This will be the only repair authorized)*

3. The vendors work order must match the line of work assigned on the Work Order Hard Card and stapled together for later processing.
  - a. The work order vendors invoice must match, as well as the parts, labor performed and or time being charged.
  - b. A copy of the vendor's original work order and invoice including the Shops PO Number will be kept on file for a year.

#### Tire vendors

Tire Vendors must be monitored extensively. A set of shipping and receiving standards has already been established and is in place but.

Any and all discrepancies must be disputed and recorded preferably at the time of delivery. But all must be itemized and brought to the Managers attention immediately.

## **Appendix F: Contracts issued for Facility Equipment Maintenance Repairs**

- 1) IT support





MEMORANDUM

Date: May 30, 2024

To: Tahoe Transportation District (TTD) Program Implementation Committee

From: George Fink, Transportation Services Director

Subject: Informational Update on the 2024 Season of the East Shore Express Transit Service

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**Action Requested:**

It is requested that Committee members receive this informational update on the 2024 season of the East Shore Express transit service. No action is requested.

**Fiscal Analysis:**

All expenditures associated with these items for the fiscal year are in the approved Fiscal Year (FY) 2024 and FY 2025 budget.

**Work Program Impact:**

All work associated with these efforts is captured under respective elements of the approved FY24 and FY25 Work Programs, with corresponding allotted staff time under respective projects. The East Shore Express aligns with Strategic Goal **SG-3** "Fund and operate regional multi-modal transportation systems."

**Background:**

Since 2012, TTD has operated the East Shore Express seasonal transit service in partnership with the Nevada Division of State Parks to connect Incline Village with Sand Harbor State Park. Ridership had been steadily growing prior to the pandemic, which paused service for the 2020 and 2021 seasons. With a limited reinstatement of the service in 2022, ridership returned. In 2023, weak demand over the two major holiday weekends (Fourth of July and Labor Day) reduced demand resulting in lower annual ridership totals.

Historically, TTD has used the old Incline Village elementary school located at 771 Southwood Blvd. for the primary parking area and the current elementary school at 915 Northwood Blvd. as the overflow lot during high demand.

**Discussion:**

Although TTD owns the property at 771 Southwood Blvd., the Tahoe Regional Planning Agency required a temporary use permit for the service during the 2022 and 2023 season. Unfortunately, the temporary permit cannot be extended beyond two years. To continue the service for 2024, TTD will operate along Route 28 connecting western Incline Village to Sand Harbor State Park emphasizing the importance of regional and local transit connections from TART, TART Connect, and TTD. Limited paid parking will be available at the Tunnel Creek parking lot at the Tahoe East Shore Trailhead.

Service is scheduled to begin June 28, 2024 and continue daily from 10:00 am to approximately 6:30 pm through September 2, 2024. The East Shore Express will circulate and board passengers at existing TTD and TART bus stops. A route map is available at the TTD website or at eastshoreexpress.com.

Due to the change in parking, TTD will be conducting extensive advertising to notify park patrons and reduce traffic. Additionally, signage at 771 Southwood Blvd. will notify passengers that hourly paid parking is available at Tunnel Creek this season. TTD is excited to continue this vital service and is looking forward to another successful season!

East Shore Express	
Season	Ridership
<b>2012</b>	12,155
<b>2013</b>	13,981
<b>2014</b>	13,949
<b>2015</b>	18,478
<b>2016</b>	25,963
<b>2017</b>	22,333
<b>2018</b>	34,507
<b>2019</b>	39,433
<b>2020</b>	-
<b>2021</b>	-
<b>2022</b>	29,161
<b>2023</b>	22,395

**Additional Information:**

If you have any questions or comments regarding this item, please contact George Fink at (775) 589-5325 or [gfink@tahoetransportation.org](mailto:gfink@tahoetransportation.org)

**Attachment:**

- A. 2024 East Shore Express Brochure

## Getting to one of Lake Tahoe's most popular beaches is easy.

Operated by the Tahoe Transportation District, the East Shore Express provides a convenient and affordable way to enjoy a day at Sand Harbor, without dealing with traffic.

Choosing the East Shore Express also helps reduce congestion on parts of the State Route 28 corridor, designated as a national scenic byway. Fewer cars mean better protection of our natural resources, plus improved bicyclist and pedestrian safety.

### PLAN YOUR TRIP

Leave your car behind and connect to East Shore Express from North Lake Tahoe/Truckee and South Lake Tahoe. All public transit in Tahoe and Truckee is fare free!

#### From North Lake Tahoe/Truckee


Take TART to Incline Village, or TART Connect within Incline Village, and transfer to ESE.


#### From South Lake Tahoe

Kingsbury Transit Center  
175 US Hwy 50, Stateline, NV  
Daily: June 28 – September 2  
Pick up: 8:45am, Drop off: 7:15pm

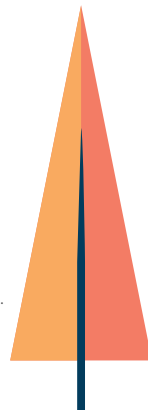
Limited hourly paid parking is available at the Tahoe East Shore Trailhead (Tunnel Creek) located at 1102 Tahoe Blvd., Incline Village, NV.

### CURRENT NEWS

 Find TTD on the *Transit* app for real-time travel information.

 Check TTD's Facebook page for changes.

**CIVIL RIGHTS POLICY** TTD operates in compliance with Title II and VI regulations, without regard to race, color, or national origin. To request more information regarding non-discrimination policies, please email TTD at [info@tahoetransportation.org](mailto:info@tahoetransportation.org) or write to TTD at P.O. Box 499, Zephyr Cove, NV 89448. Any person who believes that he or she has been the subject of discrimination may file a written complaint with TTD or with the Nevada Department of Transportation of Civil Rights.



## PROTECT LAKE CLARITY

The source of more than 70% of pollutants clouding Lake Tahoe is urban area runoff, much of it transportation system-related. By taking the East Shore Express, you are helping to protect lake clarity.




**FREE BUS SERVICE**  
**2024 ROUTE & SCHEDULE**

**Route 28 Serving**  
**Incline Village to Sand Harbor**

[tahoetransportation.org](https://tahoetransportation.org)  
[eastshoreexpress.com](https://eastshoreexpress.com)

QUESTIONS? CALL  
**530.541.7149 711 TTY**

 Tahoe Transportation DISTRICT

# EAST SHORE EXPRESS 2024 ROUTE & SCHEDULE

**Runs Daily 10am - 6pm**  
**Continuous Loop Service**  
**June 28 - September 2**

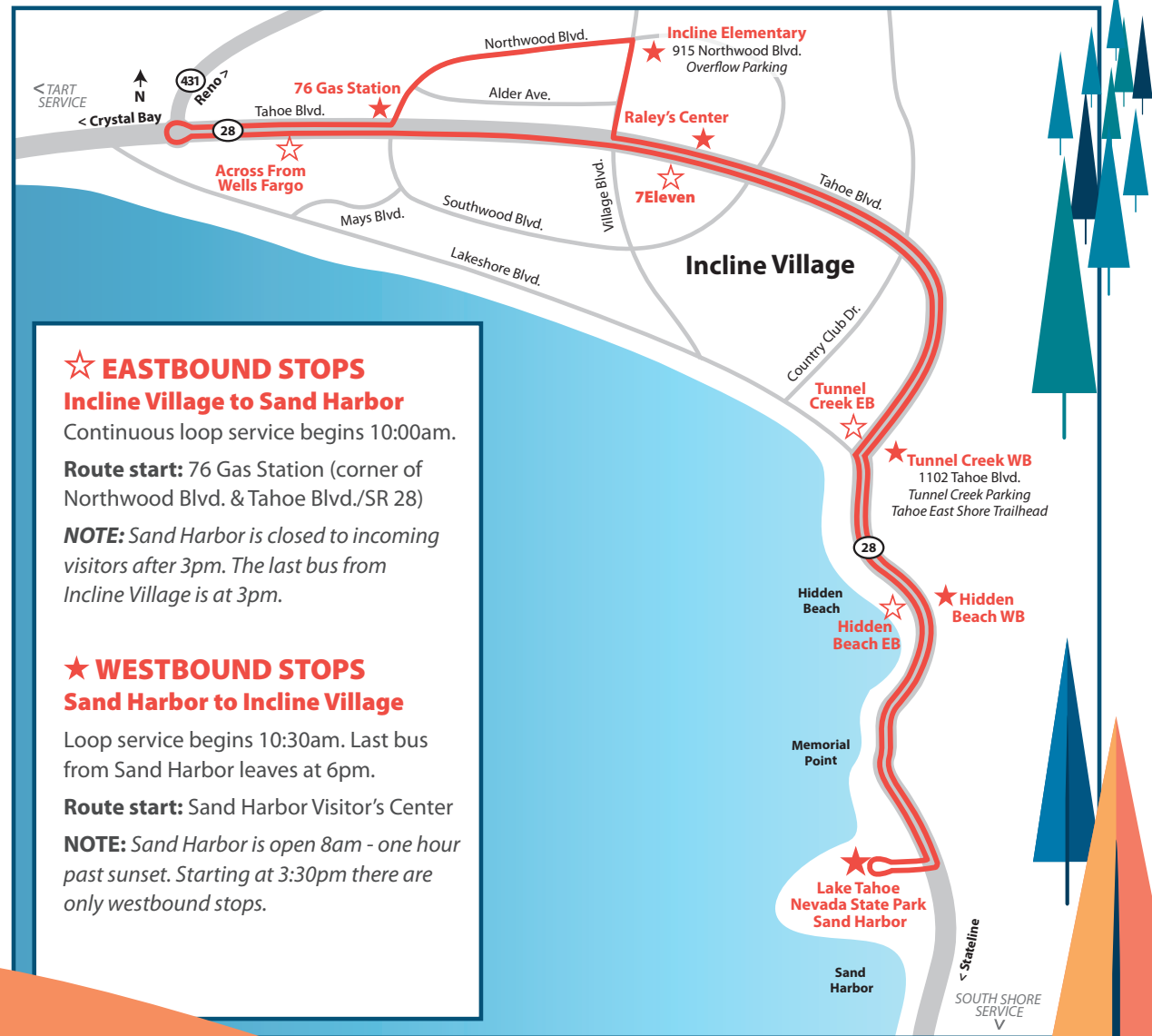
## Rider Policies

Coolers and beach chairs can be brought onboard, however please limit your belongings to a single load. Be respectful of others and their space.

Bicycles may be transported on the ESE, if the bus in service is equipped with a bike rack. Bike racks are provided on a first come-first served basis. If the bike rack is full, bicycles may be transported inside the bus only if there is space available and it is the final boarding of the day. Please refer to TTD's Passenger Policies on the website for the complete list of bicycle policies.

**No kayaks, paddleboards, pets, smoking, eating, drinking, grills, BBQ's, or propane/flammable materials allowed on the bus.**

*Please note, road construction may affect travel times.*



MEMORANDUM

Date: May 30, 2024

To: Tahoe Transportation District (TTD) Program Implementation Committee

From: George Fink, Transportation Services Director

Subject: Status Report and Discussion on the Short-Range Transit Plan Update

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**Action Requested:**

It is requested that Committee members receive this status report on the Short-Range Transit Plan (SRTP) Update. No action is requested.

**Fiscal Analysis:**

All expenditures associated with these items for the fiscal year are in the approved FY24 budget. Given the length of consultation time with partners, additional funding may be required to complete the plan update as scoped.

**Work Program Impact:**

All work associated with these efforts is captured under respective elements of the approved FY24/FY25 Work Programs, with corresponding allotted staff time under respective projects. The SRTP aligns with Strategic Goal **SG-3** "Fund and operate regional multi-modal transportation systems."

**Background:**

TTD's most recent SRTP was adopted by the Board on October 13, 2017 and amended on December 15, 2017. Since that time, transit service has undergone significant changes and the conditions of operation (labor, funding, regulatory, and capital) have continued to evolve. At TTD's April 2021 Board of Directors meeting, Staff brought forward an update on the 2019 Transit Plan, pandemic funding impacts, transit opportunities, and a peer review that was included in the draft One Tahoe final project report. The report and presentation stimulated much discussion and some requests for consideration. At that time, Staff noted that an update of the SRTP would be a good mechanism to address the requests and plan for the next five years.

A Request for Proposal (RFP) was released on October 8, 2021. The RFP included "special sections" responsive to Board requests. These address some of the key factors pressuring TTD's transit service and sustainability, along with a peer review. Stantec Consulting was selected and approved by the Board during the February 2, 2022 meeting.

Stantec began documenting existing conditions, reviewing the near-term history of transit since the last SRTP. During the same period, the new Event Center constructed by the Tahoe Douglas Visitors Authority (TDVA) was being completed and looked to launch their permit required vehicle miles traveled (VMT) mitigation transit service a year in advance of the requirement. The TDVA partnered with the South Shore Transportation Management Association (SS-TMA) to plan a pilot microtransit system to satisfy the mitigation requirement for the Tahoe Blue Events Center. SS-TMA launched the microtransit service named “Lake Link” on July 22, 2022. Also during this period, the City of South Lake Tahoe (CSLT) created a committee to discuss transit for possible recommendations to the City Council and engaged Via Transportation to prepare two different analysis on the state of transit at south shore and possible options for CSLT.

The combination of separate transit elements, purposes, and motives have created an un-unified operational environment that is not politically or operationally aligned. This non-alignment is challenging the existing operations and those of the future.

To better understand the issues and desires of the south shore transit interests, TTD invited key stakeholders to participate in an informal South Shore Technical Advisory Committee (SS-TAC) as part of the SRTP process. The participatory groups include the SS-TMA, CSLT, the Tahoe Regional Planning Organization (TRPA), and TTD. The purpose of the group was to bring together the practitioners to work through integration issues and share their visions so efficiencies could be identified. The SS-TAC first met on December 20, 2022.

The SS-TAC has been educational for all parties and has met 12 times over the last 16 months in an effort to make progress for wholistic south shore transit programming. The last meeting was held April 2, 2024. At the policy level, the CSLT Councilmembers and the El Dorado County Board of Supervisors have made formal decisions to evaluate the creation of a Joint Powers Authority (JPA) to operate transit in the City and unincorporated areas of El Dorado County at Lake Tahoe. This development has added one more element of uncertainty to the transit picture and tended to stymie the progress of the SS-TAC. At the request of the current Chair of the SS-TMA, Chris Proctor, the TMA has led two sessions, with a third scheduled, in conjunction with the TRPA to facilitate possible alignment of where transit operations may head. TTD’s Chair issued a letter to CSLT and El Dorado County stating TTD’s position and what would be required to ensure transit can successfully endure at the south shore. More work is left to do to arrive at resolution and hopefully integration of services. The parties are committed to working together to reach success.

**Discussion:**

Disagreements, misunderstandings, and desires aside, public transit has some serious financial challenges within the next five years regardless of who operates transit and that is true for both fixed-route and the new microtransit service. This is not new news to the TTD Board.

Regardless of how the discussions surrounding microtransit integration unfold, public transit is facing a significant change to funding levels as soon as FY26, possibly FY27. The Pandemic era support funds from the federal government have been exhausted and changes to federal funding formulas may negatively impact future services.

Five-year budget projections show current levels of service will become underfunded within the SRTP planning horizon. But while existing funds are waning, there are opportunities to explore other one-time or limited-term operational funds and forge new partnerships. The TTD Board

has an opportunity to address this short-term revenue situation through the workshop discussion on the transit connectivity initiative and following actions. Staff continue to evaluate options. The time for transit interests to align is all the more important given projections in order to achieve what many would like to have in terms of transit service and community.

The SRTP process, on hold for over a year, is now moving forward and will enter the public outreach phase over the summer and fall. Stantec is ready to compile that data and make recommendations. At this point, the SRTP is proceeding with an emphasis on the short term – that which is clearer.

Staff anticipate the SRTP to come before the TTD Board for an initial presentation and open the public hearing process in September 2024, with final Board approval scheduled for November 2024.

**Additional Information:**

If you have any questions or comments regarding this item, please contact George Fink at (775) 589-5325 or [gfink@tahoetransportation.org](mailto:gfink@tahoetransportation.org)