

JAN ARBUCKLE – Grass Valley City Council, Vice Chair  
SUSAN HOEK – Nevada County Board of Supervisors  
ED SCOFIELD – Nevada County Board of Supervisors, Chair  
JAY STRAUSS – Member-At-Large  
DUANE STRAWSER – Nevada City City Council  
JAN ZABRISKIE – Town of Truckee



MICHAEL WOODMAN, Executive Director  
AARON HOYT, Deputy Executive Director

Grass Valley • Nevada City

Nevada County • Truckee

## SPECIAL TELECONFERENCE MEETING AGENDA

Consistent with California Government Code Section 54953, an online meeting of the Nevada County Transportation Commission (NCTC) will be held exclusively via teleconference in light of COVID-19 and the state of emergency proclamation and state and local recommended measures for physical distancing.

The public is invited to participate in the Open Session of the meeting on  
**Wednesday, June 29, 2022 at 9:30 a.m.**

### To join the Zoom meeting on your computer or mobile device:

<https://us02web.zoom.us/j/85098716180?pwd=k5GwtU2QeL-PX89fQEvFktzRV2Ut0.1>

Meeting ID: **850 9871 6180** Online Password: **nirph6**

### To join the Zoom meeting by phone:

+1 669 900 6833

Meeting ID: **850 9871 6180** Phone Password: **921937**

### PUBLIC COMMENT:

**Written Comments:** You are welcome to submit written comments to the Commission via email. Please send your comments to [nctc@nccn.net](mailto:nctc@nccn.net). Please include the words **Public Comment** and the **meeting date and a brief title and/or agenda item number** in the subject line, and limit your word count to 400 words. Comments will be accepted through the public comment period and individual agenda discussion items during the meeting.

**Oral Comments:** Public Comment will be opened during the **Public Comment** time and for **each agenda item** in sequence. Please use the Zoom “**Raise Hand**” feature when the Chair announces the agenda item. The Chair may limit any individual to 3 minutes. Time to address the Commission will be allocated based on the number of requests received. Phone attendees: **Press \*9 to Raise Hand**

Meetings are conducted in accordance with the Ralph M. Brown Act, California Government Code Section 54950, *et seq.*

The Commission welcomes you to its meeting. Your opinions and suggestions are encouraged. In compliance with Section 202 of the Americans with Disabilities Act of 1990, and in compliance with the Ralph M. Brown Act, anyone requiring reasonable accommodation to participate in the meeting, including auxiliary aids or services, should contact the NCTC office at (530) 265-3202 at least 72 hours in advance of the meeting.

**SPECIAL MEETING:** 9:30 a.m.

**STANDING ORDERS:** Call the Meeting to Order, Pledge of Allegiance, Roll Call

**PUBLIC COMMENT**

**CONSENT ITEMS:** All matters listed are to be considered routine and noncontroversial by the Commission. There will be no separate discussion of these items unless, before the Commission votes on the motion to adopt, a Commissioner, a staff member, or an interested party requests that a specific item be removed.

Adopt Consent Items by roll call vote.

- 1. [Adopt Resolution Making Findings and Determinations Authorizing Virtual Teleconference Meetings under Government Code Section 54953\(e\) \(AB 361\):](#) See staff report.

Recommendation: Adopt Resolution **22-18**.

**ACTION ITEMS**

- 2. [Revised TDA Allocation Request from the Town of Truckee:](#) Through adoption of Resolution 2022-39 the Town of Truckee is requesting a revised allocation of LTF Funds for FY 2021/22.

Recommendation: Adopt Resolution **22-19**.

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**COMMISSION ANNOUNCEMENTS:** Pursuant to Government Code Section 54954.2, Commission members and the Executive Director may make a brief announcement or report on his or her activities. They may also provide a reference to staff or other resources for factual information, request staff to report back to the Commission at a subsequent meeting concerning any matter or take action to direct staff to place a matter of business on a future agenda.

**SCHEDULE FOR NEXT REGULAR MEETING:** July 20, 2022.

**ADJOURNMENT OF MEETING**

This meeting agenda was posted 24 hours in advance of the meeting at the Nevada County Transportation Commission office, and on the Nevada County Transportation Commission website: <http://www.nctc.ca.gov>

For further information, please contact staff at the Nevada County Transportation Commission, 101 Providence Mine Road, Suite 102, Nevada City, CA 95959; (530) 265-3202; email: [nctc@nccn.net](mailto:nctc@nccn.net)

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## **2022 NCTC MEETING SCHEDULE**

**JANUARY 26, 2022**

**MARCH 16, 2022**

**MAY 18, 2022**

**JULY 20, 2022**

**SEPTEMBER 21, 2022**

**NOVEMBER 16, 2022**

Meetings will be held remotely at 9:30 a.m. until further notice.

**COMMONLY USED ACRONYMS**  
**NEVADA COUNTY TRANSPORTATION COMMISSION (NCTC)**

Updated 11-14-17

ADA	Americans with Disabilities Act	NADO	National Association of Development Organizations
ADT	Average Daily Trip	NCALUC	Nevada County Airport Land Use Commission
AIA	Airport Influence Area	NCBA	Nevada County Business Association
ALUC	Airport Land Use Commission	NCCA	Nevada County Contractors' Association
ALUCP	Airport Land Use Compatibility Plan	NCTC	Nevada County Transportation Commission
ATP	Active Transportation Program	NEPA	National Environmental Policy Act
CALCOG	California Association of Councils of Governments	NSAQMD	Northern Sierra Air Quality Management District
CalSTA	California State Transportation Agency	NSSR	North State Super Region
CAR	Concept Approval Report	O & D	Origin and Destination Study
CARB	California Air Resources Board	OWP	Overall Work Program
CCAA	California Clean Air Act	PA/ED	Project Approval and Environmental Documentation
CDBG	Community Development Block Grant	PCTPA	Placer County Transportation Planning Agency
CEQA	California Environmental Quality Act	PDT	Project Development Team
CIP	Capital Improvement Program	PE	Professional Engineer
CMAQ	Congestion Mitigation and Air Quality	PID	Project Initiation Document
CNEL	Community Noise Equivalent Level	PPM	Planning, Programming, and Monitoring
CSAC	California State Association of Counties	PS&E	Plans, Specifications, and Estimates
CSMP	Corridor System Management Plan	PSR	Project Study Report
CT	Caltrans	PTMISEA	Public Transportation Modernization Improvement & Service Enhancement Acct.
CTC	California Transportation Commission	PUC	Public Utilities Code
CTP	California Transportation Plan	RCRC	Rural County Representatives of California
CTS	Community Transit Services	RCTF	Rural Counties Task Force
CTSA	Consolidated Transportation Service Agency	RFP	Request For Proposal
DBE	Disadvantaged Business Enterprise	RIP	Regional Improvement Program
DPW	Department of Public Works	RPA	Rural Planning Assistance
EIR	Environmental Impact Report	RSTP	Regional Surface Transportation Program
EIS	Environmental Impact Statement (U.S. Federal law)	RTAP	Rural Transit Assistance Program
EPA	Environmental Protection Agency	RTIP	Regional Transportation Improvement Program
ERC	Economic Resource Council	RTMF	Regional Transportation Mitigation Fee
FAA	Federal Aviation Administration	RTP	Regional Transportation Plan
FFY	Federal Fiscal Year	RTPA	Regional Transportation Planning Agency
FHWA	Federal Highway Administration	RTTPC	Resort Triangle Transportation Planning Coalition
FONSI	Finding Of No Significant Impact	R/W	Right-of-Way
FSTIP	Federal Statewide Transportation Improvement Program	SACOG	Sacramento Area Council of Governments
FTA	Federal Transit Administration	SDA	Special Development Areas
FTIP	Federal Transportation Improvement Program	SHA	State Highway Account
GIS	Geographic Information Systems	SHOPP	State Highway Operations and Protection Program
HPP	High Priority Project (Mousehole)	SSTAC	Social Services Transportation Advisory Council
HSIP	Highway Safety Improvement Program	STA	State Transit Assistance
INFRA	Infrastructure for Rebuilding America	STIP	State Transportation Improvement Program
IRRS	Interregional Road System	STP	Surface Transportation Program
IIP	Interregional Improvement Program	TAC	Technical Advisory Committee
ITE	Institute of Transportation Engineers	TART	Tahoe Area Regional Transit
ITIP	Interregional Transportation Improvement Program	TDA	Transportation Development Act
ITMS	Intermodal Transportation Management System	TDM	Transportation Demand Management
ITS	Intelligent Transportation Systems	TDP	Transit Development Plan
ITSP	Interregional Transportation Strategic Plan	TIGER	Transportation Investments Generate Economic Recovery (Funds)
JPA	Joint Powers Agreement	TIP	Transportation Improvement Program
LAFCO	Local Agency Formation Commission	TNT/TMA	Truckee-North Tahoe Transportation Management Association
LCTOP	Low Carbon Transit Operations Program (Truckee)	TRPA	Tahoe Regional Planning Agency
LOS	Level Of Service	TSC	Transit Services Commission
LTF	Local Transportation Fund	TTALUC	Truckee Tahoe Airport Land Use Commission
MAP-21	Moving Ahead for Progress in the 21 <sup>st</sup> Century	VMT	Vehicle Miles Traveled
MOU	Memorandum of Understanding		
MPO	Metropolitan Planning Organization		
MTC	Metropolitan Transportation Commission		

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File: 740.0

## MEMORANDUM

TO: Nevada County Transportation Commission

FROM: Mike Woodman, Executive Director 

SUBJECT: Findings and Determinations Authorizing Virtual Teleconference Meetings under Government Code Section 54953(e) (AB 361), Resolution 22-18

DATE: June 29, 2022

**RECOMMENDATION:** Adopt Resolution 22-18 approving findings and declaring its intent to continue remote teleconference meetings pursuant to Government Code section 54953(e) due to the Governor's COVID-19 State of Emergency Proclamation and state regulations related to physical distancing.

**BACKGROUND:** The Board has been conducting its public meetings under the Governor's Executive Orders issued in connection to the COVID-19 pandemic and its related health and safety risks which allowed legislative bodies to hold meetings exclusively by teleconference. Effective October 1, 2021, Assembly Bill (AB) 361 allows local legislative bodies to continue to hold modified remote meetings during a proclaimed state of emergency, if state or local officials have imposed or recommended measures related to physical distancing which warrant holding meetings remotely.

AB 361 codifies certain provisions of the Governor's Executive Orders to allow for the following teleconference rules:

- Waives the requirement that there be a physical meeting location open to the public to attend Board meetings and comment during the meeting;
- Waives the requirement that the agenda identify and notice each teleconference location of each member of the Board that is participating by teleconference;
- Waives the requirement that each teleconference location be accessible to the public;
- Waives the requirement that members of the public be able to address the Board at each teleconference location;
- Waives the requirement that local agencies post agendas at all teleconference locations;
- Waives the requirement that at least a quorum of the Board participate from within the boundaries of the territory of the Board's jurisdiction;

AB 361 imposes additional rules for certain teleconference meetings as follows:

- Agencies cannot require that written comments be submitted in advance of a meeting, and agencies may only close the comment period at the same time it is closed during the meeting.
- The public must be given an opportunity to comment directly during the meeting and public comment periods. There must be a live time, call in or internet based public comment option.
- In the event of a disruption in broadcasting the meeting, the legislative body shall take no further action until meeting access is restored to the public.

In order for the Board to conduct meetings under the AB 361 teleconference meeting rules, the Board meetings must meet one of the following provisions:

(A) The local agency is holding a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing; or

(B) The local agency is holding a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; or

(C) The local agency is holding a meeting during a proclaimed state of emergency and has determined, by majority vote, that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

The AB 361 modified teleconference meeting rules can only be used in the event there is a Governor issued state of emergency. The Governor's COVID-19 state of emergency satisfies this requirement.

The second requirement of item (A) above is satisfied currently as state officials imposed and recommended measures to promote social distancing. California Division of Occupational Safety and Health ("Cal/OSHA") regulations related to COVID-19 recommend physical distancing and regulates "close contact" which occurs when individuals are within six feet of another in certain circumstances.

**RESOLUTION 22-18  
OF THE  
NEVADA COUNTY TRANSPORTATION COMMISSION**

DECLARING ITS INTENT TO CONTINUE REMOTE TELECONFERENCE ONLY MEETINGS DUE TO THE GOVERNOR'S PROCLAMATION OF STATE OF EMERGENCY AND STATE REGULATIONS RELATED TO PHYSICAL DISTANCING DUE TO THE THREAT OF COVID-19

WHEREAS, the Nevada County Transportation Commission ("NCTC") is committed to preserving public access and participation in meetings of NCTC; and

WHEREAS, all meetings of NCTC are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963, the "Brown Act"), so that any member of the public may attend, participate, and observe NCTC conduct its business; and

WHEREAS, the Brown Act, Government Code section 54953(e), provides for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, such conditions now exist in the State, specifically, the Governor of the State of California proclaimed a state of emergency on March 4, 2020, related to the threat of COVID-19, which threat remains; and

WHEREAS, California Department of Public Health and the Federal Centers for Disease Control and Prevention caution that the Omicron variant of COVID-19, currently the dominant strain of COVID-19 in the country, is more transmissible than prior variants of the virus, may cause more severe illness, and that even fully vaccinated individuals can spread the virus to others resulting in rapid and alarming rates of COVID-19 cases and hospitalizations; and

WHEREAS, the California Division of Occupational Safety and Health ("Cal/OSHA") regulations at Title 8 Section 3205 recommends physical distancing in the workplace as precautions against the spread of COVID-19 and imposes certain restrictions and requirements due to a "close contact" which occurs when individuals are within six feet of another in certain circumstances; and

WHEREAS, to allow for physical distancing and remote meeting attendance in accordance with recommended measures from Cal/OSHA, NCTC does hereby find that NCTC shall conduct its meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that NCTC shall comply with the requirements to provide the public with access to the meetings electronically as prescribed in paragraph (2) of subdivision (e) of section 54953.

NOW, THEREFORE, BE IT RESOLVED, that the Nevada County Transportation Commission hereby submits:

1. The foregoing recitals are true and correct.
2. NCTC hereby recognizes the Governor's proclaimed state of emergency remains in effect and continues to impact the ability of NCTC and the public to meet safely in person. NCTC further recognizes the recommendation of State and local officials promoting social distancing.
3. NCTC shall conduct public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act for remote only teleconference meetings.

PASSED AND ADOPTED by the Nevada County Transportation Commission on June 29, 2022,  
by the following vote:

Ayes:

Noes:

Absent:

Abstain:

\_\_\_\_\_  
Ed Scofield, Chair  
Nevada County Transportation Commission

Attest: \_\_\_\_\_  
Dale D. Sayles  
Administrative Services Officer



**RESOLUTION 22-19  
OF THE  
NEVADA COUNTY TRANSPORTATION COMMISSION**

**TRANSPORTATION DEVELOPMENT ACT REVISED ALLOCATION TO THE TOWN OF  
TRUCKEE FOR TRANSIT/PARATRANSIT SERVICES DURING FISCAL YEAR 2021/22**

WHEREAS, the Town of Truckee has requested a revised allocation of LTF as set forth below:

<b>Project Title/Description</b>	<b>Authorized by TDA Sections</b>	<b>Total Project Cost</b>	<b>Original Amount Requested</b>	<b>Revised Amount Requested</b>	<b>Difference</b>
Transit/Paratransit Operations <b>STA</b>	6731(b)	\$1,910,563	\$216,183.27	\$216,183.27	\$0.00
Transit/Paratransit Operations <b>CTS</b>	99275(a)		\$30,100.00	\$30,100.00	\$0.00
Transit/Paratransit Operations <b>LTF</b>	99400(c)(d)(e)		\$627,443.36	\$739,642.36	\$112,199.00
<b>TOTAL</b>			<b>\$873,726.63</b>	<b>\$985,925.63</b>	<b>\$112,199.00</b>

WHEREAS, as the Fiscal Year 2020/21 Fiscal Compliance Audit for Year’s Ending on June 30, 2021 identified an operating deficit of \$112,199; and

WHEREAS, the Town of Truckee has requested NCTC to allocate \$112,199 in LTF funds from the six-month reserve to cover the FY 2020/21 operating deficit; and

WHEREAS, in accordance with the California Code of Regulations Section 6649, the sum of the claimant's allocations from LTF and from the STA Fund cannot exceed the claimant’s Maximum Transportation Development Act (TDA) Eligibility for FY 2021/22; and

WHEREAS, the Town of Truckee Director of Administrative Services has determined that Truckee revised eligibility is \$985,927 in TDA funds for transit/paratransit operations during FY 2021/22; and

WHEREAS, the proposed expenditures are in conformity with the Regional Transportation Plan; and

WHEREAS, the level of passenger fares and charges is sufficient to enable the operator or transit service claimant to meet the fare revenue requirements of PUC Sections 99268.2, 99268.3, 99268.4, 99268.5, and 99268.9, as they may be applicable to the claimant; and

WHEREAS, the Town of Truckee is making full use of federal funds available; and

WHEREAS, priority consideration has been given to claims to offset reductions in federal operating assistance and the unanticipated increase in the cost of fuel, to enhance existing public transportation services, and to meet high priority regional, countywide, or area wide public transportation needs; and

WHEREAS, Town of Truckee has made reasonable efforts to implement productivity improvements recommended pursuant to PUC Section 99244; and

BE IT RESOLVED, that the Town of Truckee's revised allocation of \$739,642.36 for LTF as authorized under PUC Section 99400(c)(d)(e) for transit/paratransit operations during FY 2021/22. Payment will be made as monies become available.

BE IT FURTHER RESOLVED, that full payment of this revised allocations is contingent upon receipt of the Town of Truckee's signed resolution, revised claim, and Fiscal Officer's letter.

BE IT FURTHER RESOLVED, that the Executive Director of the Nevada County Transportation Commission is hereby directed to issue allocation instructions in accordance with this resolution to the Nevada County Auditor-Controller.

PASSED AND ADOPTED by the Nevada County Transportation Commission on June 29, 2022 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

\_\_\_\_\_  
Ed Schofield, Chair  
Nevada County Transportation Commission

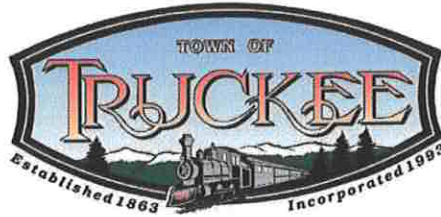
Attest: \_\_\_\_\_  
Dale D. Sayles  
Administrative Services Officer

Town Council

Courtney Henderson, Mayor

Lindsay Romack, Vice Mayor

David Polivy, Council Member  
Jan Zabriskie, Council Member  
Anna Klovstad, Council Member



Department Heads

Jen Callaway, Town Manager

Andy Morris, Town Attorney

Randall Billingsley, Chief of Police

Daniel Wilkins, Public Works Director/Town Engineer

Denyelle Nishimori, Community Development Director

Nicole Casey, Interim Administrative Services Director

Judy Price, Communications Director/Town Clerk

Hilary Hobbs, Assistant to the Town Manager

June 15, 2022

Sent Via Email

Mike Woodman, Executive Director  
Nevada County Transportation Commission  
101 Providence Mine Road, Suite 102  
Nevada City, CA 95959

Pursuant to the Transportation Development Act, Article 4 Section 6632, I, as the Town Manager, submit the following:

1. The attached adopted FY 21/22 Transit Budget, as amended on June 14, 2022, which includes the revised revenues and expenditures contained in the claims submitted by the Town of Truckee as approved by the Town Council in Resolutions 2021-42 and 2021-43.

I assert that the accounts and records of the Town of Truckee are consistent with the uniform system of accounts and records adopted by the State Controller.

The maximum eligibility of Town of Truckee Transit / Paratransit Operations for moneys from the Local Transportation Fund and State Transit Assistance Fund for FY 2021/22 is:

Operating cost as budgeted, as amend on 6/14/22	\$1,910,563
Less: Fare revenues anticipated	(2,000)
Other revenues anticipated	(545,292)
Federal assistance anticipated	<u>(377,344)</u>
<b>Maximum TDA eligibility</b>	<b>\$ 985,927</b>

This letter is submitted attesting to the statements above as reasonable and accurate.

Sincerely,

  
Jen Callaway  
Town Manager

ec: Dan Wilkins, Town Engineer  
Nicole Casey, Administrative Services Director  
Regina Wise, Finance Manager  
Alfred Knotts, Transit Program Coordinator  
Aaron Hoyt, NCTC  
Dale Sayles, NCTC

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10183 Truckee Airport Road, Truckee, CA 96161-3306

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Printed on recycled paper.

**PUBLIC TRANSIT FUND REVENUE  
2022/23 REVENUE BUDGET**

502.000.00 Public Transit Fund

ACCOUNT	2020/21 ACTUAL	2021/22 AMENDED BUDGET	2021/22 ESTIMATED ACTUALS	2022/23 PROPOSED BUDGET	% CHG BUD TO EA	% CHG BUD TO BUD
<b>OPERATING REVENUES</b>						
44.30 Interest Income	(2,641)	4,083	155	3,007	1840.0%	-26.4%
45.20 FTA - Section 5311 Grant	225,577	227,344	102,678	284,893	177.5%	25.3%
45.21 Local Transportation Fund	509,294	636,274	627,443	507,923	-19.0%	-20.2%
45.22 NCTC - CTS Fund	26,805	30,100	30,100	34,030	13.1%	13.1%
45.23 State Transit Assistance	21,155	245,502	216,183	428,922	98.4%	74.7%
45.27 NV Co - Donner Summit Shuttle Cont	-	17,916	-	-		-100.0%
45.28 FTA - Section 5310 Grant	150,000	150,000	150,000	187,500	25.0%	25.0%
45.31 LCTOP Grant	216,730	100,000	-	116,415		16.4%
45.36 NCTC Operating Reserve Draw	-	112,199	112,199	-	-100.0%	-100.0%
46.80 Fare Box Receipts Retained	2,330	2,000	1,500	2,000	33.3%	
46.81 Donner Summit Shuttle Partner Cont	-	123,065	-	-		-100.0%
46.82 Partnership Funding	182,575	269,625	76,700	189,125	146.6%	-29.9%
47.30 Other Sources of Revenue	5,802	1,000	5,500	2,500	-54.5%	150.0%
47.34 Community Shuttle Funding	-	40,000	-	100,000		150.0%
48.10 Gray's Crossing Contribution	53,378	54,979	54,979	55,862	1.6%	1.6%
49.10 Transfer In - CFDs	-	-	-	46,856		100.0%
49.10 Transfer In - Air Quality Mitigation	42,047	75,605	-	125,000		65.3%
<b>Subtotal Operating Revenue</b>	<b>1,433,052</b>	<b>2,089,692</b>	<b>1,377,437</b>	<b>2,084,033</b>		
<b>CAPITAL REVENUE</b>						
45.35 State of Good Repair - Grant	229,682	-	-	321,000		
<b>Subtotal Capital Revenue</b>	<b>229,682</b>	<b>-</b>	<b>-</b>	<b>321,000</b>		
<b>TOTAL PUBLIC TRANSIT FUND REVENUE</b>	<b>1,662,734</b>	<b>2,089,692</b>	<b>1,377,437</b>	<b>2,405,033</b>	<b>74.6%</b>	<b>15.1%</b>

**PUBLIC TRANSIT  
2022/23 EXPENDITURES BUDGET**

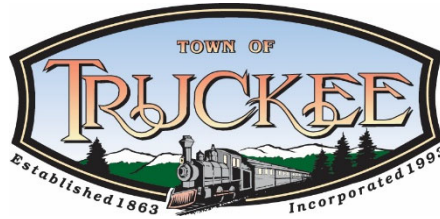
502.xxx.00 Public Transit Fund		2020/21	2021/22	2021/22	2022/23	% CHG BUD	% CHG BUD
ACCOUNT		ACTUAL	AMENDED BUDGET	ESTIMATED ACTUALS	PROPOSED BUDGET	TO EA	TO BUD
<b>000</b>	<b>PERSONNEL</b>						
50.11	Wages - Regular Full-Time	119,419	126,194	146,583	156,281	6.6%	23.8%
54.xx	Benefits	71,186	58,416	52,528	81,284	54.7%	39.1%
54.61	Deferred Compensation	4,855	5,486	3,909	4,728	21.0%	-13.8%
54.81	RHS	1,739	1,660	1,740	1,846	6.1%	11.2%
55.71	Car Allowances	321	396	407	396	-2.6%	0.0%
55.80	Compensated Absences	(151)	4,802	(13,083)	422		-91.2%
	<b>Total Personnel</b>	<b>197,370</b>	<b>196,954</b>	<b>192,084</b>	<b>244,957</b>	<b>27.5%</b>	<b>24.4%</b>
	<b>SUPPLIES &amp; SERVICES</b>						
<b>181</b>	<b>TRUCKEE LOCAL SERVICES</b>						
61.34	Fixed Route	461,841	520,550	357,960	530,974	48.3%	2.0%
61.38	Dial-A-Ride	249,283	274,552	261,035	361,621	38.5%	31.7%
61.39	Truckee Thursday Shuttles	-	50,000	-	60,000		20.0%
61.31	Other Special Event Shuttles	-	-	-	40,000		100.0%
	<b>Subtotal Truckee Local Services</b>	<b>711,125</b>	<b>845,102</b>	<b>618,995</b>	<b>992,595</b>	<b>60.4%</b>	<b>17.5%</b>
<b>182</b>	<b>REGIONAL SERVICES</b>						
61.30	North Lake Tahoe Airport Shuttle	6,496	11,139	22,280	14,400	-35.4%	29.3%
61.32	Hwy 89	120,374	128,139	18,750	132,100	604.5%	3.1%
61.41	Hwy 267 Winter	-	-	-	32,175		100.0%
61.33	Hwy 267 - Non-Winter	76,684	83,138	19,250	100,911	424.2%	21.4%
	<b>Subtotal Regional Services</b>	<b>203,553</b>	<b>222,416</b>	<b>60,280</b>	<b>279,586</b>	<b>363.8%</b>	<b>25.7%</b>
<b>180</b>	<b>GENERAL SERVICES &amp; SUPPLIES</b>						
60.15	Education & Training	350	3,000	1,200	3,000	150.0%	
61.00	Professional Services	1,152	158,000	915	93,700	10140.4%	-40.7%
61.30	Marketing	14,243	14,587	15,012	45,000	199.8%	208.5%
63.01	Administrative Overhead	59,911	65,384	70,832	80,265	13.3%	22.8%
63.05	Advertising	230	500	662	1,000	51.1%	100.0%
63.25	Membership & Dues	620	650	1182	1,500	26.9%	130.8%
63.35	General Supplies	383	500	527	750	42.3%	50.0%
63.50	Postage, Freight, & Delivery	14	100	-	100		
63.55	Printing	1,094	50	-	1,100		2100.0%
63.70	Telephone	2,143	2,300	4,315	4,000	-7.3%	73.9%
66.10	Repair & Maint. - Shelters	13,104	12,100	4,369	12,000	174.7%	-0.8%
66.20	Repair & Maint. - Office Equip.	-	50	-	100		100.0%
67.07	Shelters, Buses & Signs Supplies	7,310	250	3,807	7,500	97.0%	2900.0%
68.03	CalTIP Insurance	65,309	78,371	49,471	64,000	29.4%	-18.3%
68.50	Rent	6,881	35,781	38,763	35,781	-7.7%	
69.10	Vehicles - Fuel	48,421	74,160	85,000	92,226	8.5%	24.4%
69.20	Vehicles - Mileage	-	250	-	-		-100.0%
69.76	Fleet Maintenance Allocation	151,906	87,859	103,287	118,143	14.4%	34.5%
69.xx	Prior Year Operating Deficit	-	112,199	112,199	-	-100.0%	-100.0%
	<b>Subtotal General Supplies &amp; Services</b>	<b>373,070</b>	<b>646,091</b>	<b>491,541</b>	<b>560,165</b>	<b>14.0%</b>	<b>-13.3%</b>
	<b>Subtotal Supplies &amp; Services</b>	<b>1,287,748</b>	<b>1,713,609</b>	<b>1,170,816</b>	<b>1,832,346</b>	<b>56.5%</b>	<b>6.9%</b>
	<b>Subtotal Personnel and Supplies &amp; Services</b>	<b>1,485,117</b>	<b>1,910,563</b>	<b>1,362,901</b>	<b>2,077,303</b>	<b>52.4%</b>	<b>8.7%</b>
<b>000</b>	<b>CAPITAL OUTLAY</b>						
77.10	Transfers to CIP Fund	32,034	-	-	321,000		100.0%
80.20	Computer Equipment	-	-	-	6,300		100.0%
80.75	State of Good Repair	257,757	-	-	(321,000)		
89.00	Depreciation Expense	74,488	82,400	82,400	66,703	-19.0%	-19.0%
	<b>Total Capital Outlay</b>	<b>332,245</b>	<b>82,400</b>	<b>82,400</b>	<b>(247,997)</b>	<b>-401.0%</b>	<b>-401.0%</b>
	<b>TOTAL</b>	<b>1,849,396</b>	<b>1,992,963</b>	<b>1,445,301</b>	<b>2,150,306</b>	<b>48.8%</b>	<b>7.9%</b>
80.70	Less: Capital Assets	(229,682)	-	-	-		
	<b>TOTAL NET EXPENDITURES</b>	<b>1,619,714</b>	<b>1,992,963</b>	<b>1,445,301</b>	<b>2,150,306</b>	<b>48.8%</b>	<b>7.9%</b>

Town Council

Courtney Henderson, Mayor

Lindsay Romack, Vice Mayor

David Polivy, Council Member  
Jan Zabriskie, Council Member  
Anna Klovstad, Council Member



Department Heads

Jen Callaway, Town Manager

Andy Morris, Town Attorney

Randall Billingsley, Chief of Police

Daniel Wilkins, Public Works Director/Town Engineer

Denyelle Nishimori, Community Development Director

Nicole Casey, Interim Administrative Services Director

Judy Price, Communications Director/Town Clerk

Hilary Hobbs, Assistant to the Town Manager

June 15, 2022

Sent Via Email

Mike Woodman, Executive Director  
Nevada County Transportation Commission  
101 Providence Mine Road, Suite 102  
Nevada City, CA 95959

**Subject: Request for Approval of the FY 2021/22 Claim for Local Transportation Funds**

Dear Mike:

The Town of Truckee is requesting that the Nevada County Transportation Commission allocate \$112,199 of Local Transportation Funds (LTF) funds to be applied to the Town's Tahoe Truckee Area Regional Transit (TART) fixed route and paratransit operations per the adoption of Resolution 2022-39 (attached) by the Truckee Town Council on June 14, 2022.

We are requesting that the claim for these funds be placed on the Nevada County Transportation Commission's at the earliest possible next meet and at your convenience.

Thank you in advance for the consideration and subsequent processing of this request and please do not hesitate to contact me via email at [aknotts@townoftruckee.com](mailto:aknotts@townoftruckee.com) or via phone at 530-582-2489 should you have any questions or require additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "Alfred Knotts".

Alfred Knotts  
Transit Program Coordinator

ec: Dan Wilkins, Town Engineer  
Nicole Casey, Administrative Services Director  
Regina Wise, Finance Manager  
Aaron Hoyt, NCTC  
Dale Sayles, NCTC

**ANNUAL TRANSPORTATION/TRANSIT CLAIM FORM**

**Fiscal Year 2021/22**

DATE: June 15, 2022

TO: NEVADA COUNTY TRANSPORTATION COMMISSION

FROM: TOWN OF TRUCKEE

CONTACT: Alfred Knotts, Transit Manager

PHONE: 530-582-2489


The TOWN OF TRUCKEE hereby requests, in accordance with the Transportation Development Act, and applicable rules and regulations, that this revised transportation/transit claim be approved in the total amount of \$769,742.36 of Local Transportation Funds (LTF). The total amount of this claim shall be utilized for completion of the project(s) listed below:

Project Title/Description	Authorized by TDA Section(s)	Total Project Cost	Amount Requested LTF
Transit/Paratransit Operations	99275 (a)	\$1,910,563	\$30,100
Transit/Paratransit Operations	99400 (c) (d) (e)		\$739,642.36
TOTAL		\$1,910,563	\$769,742.36

The FY 2020/21 fiscal and compliance audit showed an operating deficit of \$112,199. In order to address the identified FY 2021/22 beginning operating deficit, the Town of Truckee is revising the FY 2021/22 claim to request an additional \$112,199 from their six-month operating reserve held by Nevada County Transportation Commission.

The Town of Truckee requests that the LTF funds be distributed as they become available per adoption of Resolution 2022-39 by the Town of Truckee Town Council on June 14, 2022 (attached). A corresponding FY 2021/22 budget amendment has also been approved by the Town Council to recognition both the revenues and expenditures associated with this revised claim.

Approval of this claim and payment to the Town of Truckee is subject to such monies being available, and to the provisions that such monies will be used in accordance with the terms contained in the approving resolution of the NEVADA COUNTY TRANSPORTATION COMMISSION.

BY:   
Jen Callaway, Town Manager

Enclosures: Resolution 2022-39

**TOWN OF TRUCKEE  
California**

**RESOLUTION 2022-39**

**A RESOLUTION OF THE TRUCKEE TOWN COUNCIL REQUESTING THE NEVADA  
COUNTY TRANSPORTATION COMMISSION REVISE FISCAL YEAR 2021/2022  
TRANSPORTATION DEVELOPMENT ACT CLAIM AND ALLOCATE FUNDS FROM  
OPERATING RESERVES**

**WHEREAS**, Transportation Development Act (TDA) Funds are allocated to the Nevada County Transportation Commission (NCTC) for the Town of Truckee; and

**WHEREAS**, The Town Claimed \$657,543.26 in TDA Local Transportation Funds (LTF) in FY 20/21 from the LTF (\$627,443.36) and CTS (\$30,100); and

**WHEREAS**, the Transit Fund Independent Auditors Report for Year's Ending on June 30, 2021 identified an operating deficit of \$112,199; and

**WHEREAS**, The NCTC holds a reserve balance in TDA Funds to cover a six (6) month operating reserve; and

**WHEREAS**, the Town has an approximate amount of reserves held by NCTC in the amount of \$1,042,016 for such uses.

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**NOW, THEREFORE, BE IT RESOLVED THAT THE TRUCKEE TOWN COUNCIL** requests the following:

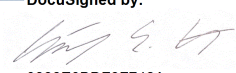
1. NCTC allocate an additional \$112,199 in LTF funding from reserves revising the FY 21/22 TDA LTF Claim from \$657,543.36 to \$769,742.36
2. NCTC withhold \$112,199 in FY 22/23 TDA apportionments to replenish reserves providing for a six (6) month operating reserve per current practice.

The foregoing Resolution was introduced by Councilmember Klovstad, seconded by Council Member Zabriskie, at a Regular Meeting of the Truckee Town Council, held on the 14th day of June 2022, and adopted by the following vote:

**AYES:** Councilmember Klovstad, Council Member Zabriskie, Council Member Polivy, Vice Mayor Romack, and Mayor Henderson.

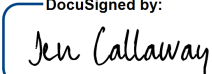
**NOES:** None.

**ABSENT:** None.

DocuSigned by:  
  
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**Courtney Henderson, Mayor**

**ATTEST:**

DocuSigned by:  
  
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**Jen Callaway, Deputy Town Clerk**