



TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTOR STAFF REPORT

AGENDA TITLE: Agency Partnership Request - North Tahoe P.U.D.

MEETING DATE: April 25, 2018

PREPARED BY: Marc Lamb, Aviation & Community Services Manager

RECOMMENDED ACTION: Staff is requesting a Board determination for an Agency Partnership request presented by Loren Holt, Administrative Manager for the North Tahoe Public Utility District (“NTPUD”). The NTPUD is seeking an agency partnership with the Truckee Tahoe Airport District (“TTAD”) in support of two specific infrastructure improvement projects at the North Tahoe Regional Park. A financial funding request is being made to TTAD in the amount of \$320,000 (\$160,000 to be funded in FY 2018 and \$160,000 in FY 2019).

DISCUSSION: The NTPUD is requesting an Agency Partnership for two projects at the North Tahoe Regional Park that will ultimately support the Lake Tahoe Regional Bicycle and Pedestrian Plan. The long-term goal of the Plan is to connect trails from Tahoe City (via the Tahoe City Public Utility District trail system) through to Northstar and Truckee and the airport. The funding will support two multi-use trailhead infrastructure improvement projects at the park, which would benefit both Districts’ shared constituency.

Project 1 - Located near the ball fields, (see attached map) the project includes infrastructure improvements at the park supporting future regional multi-use trailheads. Upgrades include parking and staging asphalt improvements, hardscape and site stabilization, along with site amenities including benches, bike racks, trail entry signage, and future lighting.

Project 2 - A multi-use A.D.A. trail accessing the lower restrooms, tennis courts and dog park, (see attached map) includes trail asphalt improvements, erosion control mulch and site stabilization.

The facility improvements will provide upgraded parking, staging, trails and other support amenities to park and trail users, which will eventually provide access to a connected network of Tahoe, Northstar, Truckee and airport trails.

WHAT’S NEXT: If approved, funding will help support the NTPUD’s North Tahoe Regional Park multi-use trailhead and infrastructure improvement projects. Construction efforts would commence in summer 2019.

FISCAL IMPACT: The NTPUD's request is for \$320,000, (\$160,000 to be funded in FY 2018 and \$160,000 in FY 2019). Calendar fiscal year 2018 includes the following:

- \$500,000 is budgeted as unallocated Agency Partnerships funds for 2018
- Current FY 2018 Agency Partnership Board approved funding obligations include:
 - \$125,000 Gateway Mountain Center
- Previous year Agency Partnership Board approved carry-over funding obligations to come out of the 2018 budget include:
 - \$10,000 Truckee Chamber of Commerce, Truckee Tomorrow Phase II
 - \$30,000 Town of Truckee, Community Event Shuttle (XMAS/New Year's and July 4th)
- Staff is anticipating future 2018 Agency Partnerships requests from Tahoe Nordic Search and Rescue and the Northstar Community Services District.

PUBLIC COMMUNICATIONS: If funding is approved, the Truckee Tahoe Airport District will be recognized by the NTPUD via signage at the trailheads, permanent plaques with TTAD logos (on site amenities funded through this partnership), on appropriate printed material and on the NTPUD's website. TTAD will itself market the partnership support in our standard media venues when and where appropriate.

SAMPLE MOTION(S): I move to approve the North Tahoe Public Utility District's Agency Partnership request of \$320,000 (to be funded over two years in equal payments of \$160,000), in support of the North Tahoe Regional Park multi-use trail heads and infrastructure improvement projects.

ATTACHMENTS:

- TTAD Agency Partnership Request Form application (3 pages)
- NTPUD application support documentation (5 pages)
- NTPUD Resolution No. 2018-06 (2 pages)



TRUCKEE TAHOE AIRPORT DISTRICT Agency Partnership Request Form

Name of Organization/Group: North Tahoe Public Utility District Date of Request: April 2018

Name of Authorized Representative: Pam Emmerich

E-mail address: pemmerich@ntpud.org

Complete mailing address: PO Box 139, Tahoe Vista, CA 96148

Phone - Daytime: 546-4212 Evening: _____ Fax: 546-2652

Agency / Elected Body: North Tahoe Public Utility District

Eligibility Checklist *(all boxes must be checked to be considered)*

- Agency Partnership must be endorsed, through a formal motion or resolution with findings approved by the governing board of another local public agency with an elected or appointed board. (Non-profit and community organizations are eligible when in partnership with a local public agency, and are named as such in the formal motion or resolution)
- The motion approved by the partnering public agency governing board should:
- Describe the public benefit of the request and/or partnership opportunity
 - Outline what the partnering agency intends to contribute to the request
 - Express support for the requested event, program, or project
 - If applicable, name the partnering non-profit organization
- Applicant is not a State or Federal Agency.
- Applicant does not promote religious purposes. Religious organizations are not excluded from Agency Partnerships; however, the purpose of the program must be as described in the definitions section of TTAD's Policy Instruction 311 and shall not serve to promote a religious message as the primary purpose.
- Applicant is not a political organization and/or individual campaign.
- Applicant does not discriminate on the basis of age (40 and above), race, religion, gender, gender identity or gender expression, sexual orientation, genetic information, marital status, disability, ancestry, or national origin.
- Applicant is not a single individual.
- Applicant is not a for-profit organization.
- If the applicant is a for-profit organization holding fundraiser programs, they must identify a 501(c)(3) or California not-for-profit corporation as a recipient of the program proceeds and provide acknowledgement of receipt of said proceeds from that non-profit organization.
- Applicant's programs or events must provide a benefit to the Airport Districts' constituents or those living in the Districts' sphere of influence. The Applicant's programs or events must also principally serve District constituents.
- Applicant's programs or events must be open to the public and charge only nominal and reasonable participant fees where such fees and associated revenue are used to offset program costs or are part of the fundraising effort.

Eligibility Checklist continued...

- Applicant is willing to present, in a public forum, a presentation describing the request to the Airport District's Board of Directors
- Applicant is not an individual or organization or public agency that has been named in a lawsuit involving the District or have pending or threatened litigation with the District.
- Applicant is of upstanding moral and public character. Applicants has a fiduciary responsibility to maintain a public image that corresponds with that of the District's mission and core values.

Requirements if a Partnership is agreed to

The applicant must also agree to do the all of following (failure to do so will result in future ineligibility for a period of two years from written notice):

- Obtain all required permits, clearances, insurance, and program authorizations within time restraints and in compliance with local, State, and Federal laws and any applicable Truckee Tahoe Airport District policies and procedures.
- Permanently acknowledge the support of the Truckee Tahoe Airport District where appropriate, and include on all printed information and advertising related to the event for which sponsorship was provided the following statement: **"Major funding provided in part by the Truckee Tahoe Airport District"** or other logo approved by the General Manager.
- Allow the District to have a sponsor booth at the program/event if the Truckee Tahoe Airport District so desires (at programs/events where a sponsorship booth is appropriate) for the purposes of distributing information regarding the programs and community services the District provides. This booth shall be provided at no cost to the District. If necessary the District will provide its own booth and setup.
- Partnership recipients must agree to erect a banner (if appropriate) recognizing the District's support of the event or program. This banner shall be erected at the facility for the duration of the program, event, facility, or equipment. The verbiage of the banner shall be determined by the General Manager. The actual banner, if not provided as part of the sponsorship, will be provided by the Truckee Tahoe Airport District in accordance with the size requirements of the event or program.
- Provide the District with whatever benefits are afforded other sponsors of similar sponsorship or partnership levels (i.e., logo display, sponsor table, advertising benefits, etc.).
- The public agency receiving such funds shall extend any and all benefits, discounts, or access to the facilities that are extended to the residents of the public agency to all residents of the Truckee Tahoe Airport District on the same terms and conditions. See application for explanation of District's Voter Approved Mello-Roos.

In cases of a significant financial partnership commitment, if funding is approved, the District shall require, as a condition of providing such funding assistance, all of the following:

- That the public agency receiving such funds shall extend any and all benefits, discounts, or access to the facilities that are extended to the residents of the public agency to all residents of the Truckee Tahoe Airport District on the same terms and conditions. See application for explanation of District's restriction related to Voter Approved Mello-Roos.
- Permanent acknowledgement of the Airport District's participation to the District's satisfaction.
- That the recipient of funds execute in favor of the District a Release and Covenant Not to Sue by the Aircraft utilizing that airport or the fund recipient's use of their real property, fund recipient as to:
 - Any claimed damages or adverse impacts of the Truckee Tahoe Airport,
 - Aircraft utilizing that airport or the fund recipient's use of their real property,
 - Any land use restrictions or increased structural requirements imposed by the Truckee Tahoe Land Use Commission's Compatible Land Use Plan, whether currently in effect or as may be later adopted.

Please provide a detailed description of your Sponsorship Request and how it will benefit your organization, and the Truckee Tahoe Airport District. (Use additional sheets as necessary.)

See Attached

Amount Requested: \$320,000 - \$160,000 in FY2018 and \$160,000 in FY

* AGENCY PARTNERSHIP WITH

Have you requested funding from TTAD before? (X) Y / N If "Yes" - when? "TAMBA" IN 2017. \$85,000.

* TAMBA WAS RECIPIENT & NTPUD WAS PARTNER IN REQUEST.

How will the District be recognized in your program? (Use additional sheets as necessary.)

See attached

Signature (Authorized Rep.): Will Steiner - Will Steiner Date: 4/5/18

Please allow 60-90 days for your request to be reviewed and processed.

.....

For TTAD Use Only

Approved _____ Declined _____ at the public TTAD Board of Directors meeting held on _____.

By the following vote:

Ayes _____

Noes _____

Absent _____

Detailed Description:

Multi-Use Trailhead Improvements and Parking/Staging Area Resurface and Multi-Use Trail from Lower Restrooms to Tennis Courts

The North Tahoe Public Utility District is requesting sponsorship from the Truckee Tahoe Airport District to allow for improvements of the existing upper parking lot in the North Tahoe Regional Park into a multi-use (bike, hike and ski) trail staging area. The project includes paving with a reduction in coverage, installation of BMP's, bike racks, benches, bike storage, signage, conduit/pull boxes in preparation for installation of future safety lighting in the parking area, and a contribution toward the multi-use trail to access the tennis courts and dog park.

The North Tahoe Trail will connect the Tahoe City Bike Trail System to the North Tahoe Regional Park. Placer County is the lead on that project and the first phase, the Dollar Creek Shared Use Trail is under construction and will be completed in 2018. This 2.2 mile section begins where the Tahoe City Public Utility Bike Trail system ends at the top of Dollar Hill and terminates at Fulton Crescent in the Old County Rd. area.

The next phase of the North Tahoe Trail is expected to extend from Fulton Crescent, where the Dollar Creek Shared Use Trail ends, and travel approximately 6 miles to connect to the North Tahoe Regional Park. Placer County has been in communication with the NTPUD and is preparing to move forward with engineering/environmental review for the remainder of the trail.

TRPA identified the trail corridor (not specific alignment) with its adoption of the Regional Goals and Policies Plan (1987), Regional Transportation Plan (RTP) (TRPA/TMPO 2008) and Air Quality Plan (AQP) (1999 and 2003), Environmental Improvement Program (EIP) (2001), and Lake Tahoe Regional Bicycle and Pedestrian Master Plan (BPMP) (TMPO 2010). It is also identified as a key element in the Placer County Parks and Trails Master Plan (2018).

While the North Tahoe Trail is being planned and constructed, the District is preparing the North Tahoe Regional Park for its arrival. Between 2014-2016, the District received funding from Placer County Park Dedication funds to install two (2) new restroom buildings at the North Tahoe Regional Park. The next step in preparation for the Dollar Creek Shared Use Trail to enter the Park from the west is to prepare the non-motorized multi-use trailhead to support the users.

Other elements that are proposed to be included:

- ~~Bike Repair Station (1)~~ A bike repair station is included as part of a regional request submitted by TCPUD for NTPUD, Placer County and TCPUD.
- Bike Racks (3)
- Benches (2)
- Bike Storage Facility
- Trail entry signage and map (1)
- Conduit and pull boxes for trailhead safety parking lot lighting. The lighting itself wasn't included in the permit that is currently open but having safety lighting in the trailhead has been identified as a priority.

This area also serves as a staging/parking area for mountain bikers wishing to access dirt trails in the area. From the North Tahoe Regional Park, users can follow trails to Hwy 267 and cross to the east side of the highway and follow Gasline Rd. to connect to the Kings Beach trails on USFS property. The

Truckee Tahoe Airport District recently supported improvements to this trail system with funding provided to the USFS and TAMBA, with support from the North Tahoe Public Utility District. The North Tahoe Public Utility District provided a meeting room at the North Tahoe Event Center and helped promote the community meeting that was held on October 24. More than 30 community members attended this meeting. The District will continue to provide outreach and support to make this a successful project.

The proposed multi-use/ADA trail from the lower parking area restroom to the tennis courts and dog park will provide paved access to those amenities for trail users that have used bicycles to access the North Tahoe Regional Park. Installation of paved trails to facilities throughout the Park will make it more appealing for those wishing to ride bikes to utilize the Park. The addition of bicycle racks in this area will provide those users with the knowledge that they can secure their bikes close by while enjoying a set of tennis.

The District anticipates 2019 construction for the full project.

Amount Requested: \$320,000 (\$160,000 in FY 2018 and \$160,000 in FY 2019)

Have you requested funding from TTAD before? No

How will the Airport District be recognized in your program?

In addition to recognition on signage at the trailhead, permanent plaques with TTAD logos will be placed on site amenities funded through this partnership agreement throughout the project area

The Airport District, as well as other agencies funding the Multi-Use Trailhead improvements will be recognized on the Trailhead Signage by including their agency logo as well as written recognition.

Recognition on the District's Parks webpage, <http://northtahoeparks.com/north-tahoe-regional-park> in areas specific to the improvements to the Multi-Use Trailhead.

Additionally, The NTPUD hosts an annual Pancake Breakfast and Dress Up Your Dog contest on the second weekend of SnowFest! and the TTAD is welcome to set up a display table or booth at the North Tahoe Event Center as part of that activity.

**** Note about District funding and Resident Benefit program.** In 1993 NTPUD property owners approved a Mello-Roos tax to support the District's Parks Department. District ordinances provide for Resident Benefits to those that pay these taxes. The benefits include free parking at the North Tahoe Regional Park (\$5 value) and Tahoe Vista Recreation Area (\$10 value). Although the District is not able to provide free parking, the District provides a variety of no cost support to the Truckee Tahoe Airport District tax payers including a \$116,000 subsidy to the Boys and Girls Club of North Lake Tahoe as well as free/discounted field use for Little League, AYSO, Babe Ruth, Pop Warner. The current annual District support to these youth organizations is valued in excess of \$7,500.

Project Cost Estimates

March 28, 2018

Multi-Use/ADA Trail: from Lower Restroom to Tennis Courts and Dog Park - Project #2

Item #	Description	Quantity	Unit	Unit Cost	Total Cost	TTAD	Park Mitigation	NTPUD	
1	Mobilization / Demobilization	1	LS	\$ 10,000	\$ 10,000	\$10,000			
2	Temporary Erosion Controls/Tree Protection	1	LS	\$ 12,500	\$ 12,500			\$12,500	
3	Clearing & Grubbing	1	LS	\$ 20,000	\$ 20,000		\$18,874	\$1,125	
4	Site Grading	1	LS	\$ 30,000	\$ 30,000			\$30,000	
5	3" Asphalt Concrete on 6" Asphalt Base	6704	SF	\$ 12.50	\$ 83,800		\$83,800		
6	Asphalt Base Shoulder	1631	SF	\$ 7.00	\$ 11,417		\$11,417		
7	Mulch	5662	SF	\$ 1.75	\$ 9,909	\$4,000	\$5,909		
8	Surveying	1	LS	\$ 15,000	\$ 15,000			\$15,000	
					\$ 192,626	\$14,000	\$120,000	\$58,625	\$ 192,625

Non-motorized, multi-use Trailhead - Project #1

Item #	Description	Quantity	Unit	Unit Cost	Total Cost	TTAD	Park Mitigation	NTPUD
1	Mobilization / Demobilization	1	LS	\$ 14,250	\$ 14,250	\$14,080		\$170
2	Temporary Erosion Controls/Tree Protection	1	LS	\$ 10,000	\$ 10,000	\$10,000		
3	Clearing / Grubbing / Removal of Existing Adjacent AC	5000	SF	\$ 1.50	\$ 7,500	\$7,500		
4	(E) AC Pulverization / Site Grading	27000	SF	\$ 1.25	\$ 33,750	\$33,750		
5	3" Asphalt Concrete	26240	SF	\$ 5.50	\$ 144,320	\$144,320		
6	Plain Cement Concrete Sidewalk	890	SF	\$ 15.00	\$ 13,350	\$13,350		
7	Plain Cement Concrete Curb	100	LF	\$ 60	\$ 6,000	\$6,000		
8	Lighting Conduit	300	LF	\$ 30	\$ 9,000	\$9,000		
9	Parking Lot Striping	1	LS	\$ 10,000	\$ 10,000	\$10,000		
10	Site Amenities	1	LS	\$ 40,000	\$ 40,000	\$40,000		
11	Revegetation / Stabilization	1	LS	\$ 5,000	\$ 5,000	\$5,000		
12	Surveying	1	LS	\$ 8,000	\$ 8,000	\$8,000		
13	Signage	1	EA	\$ 5,000	\$ 5,000	\$5,000		
					\$ 306,170	\$306,000	\$0	\$170

(Site Amenities include: bike racks, bike storage system, bike wash station, benches, water fountains)

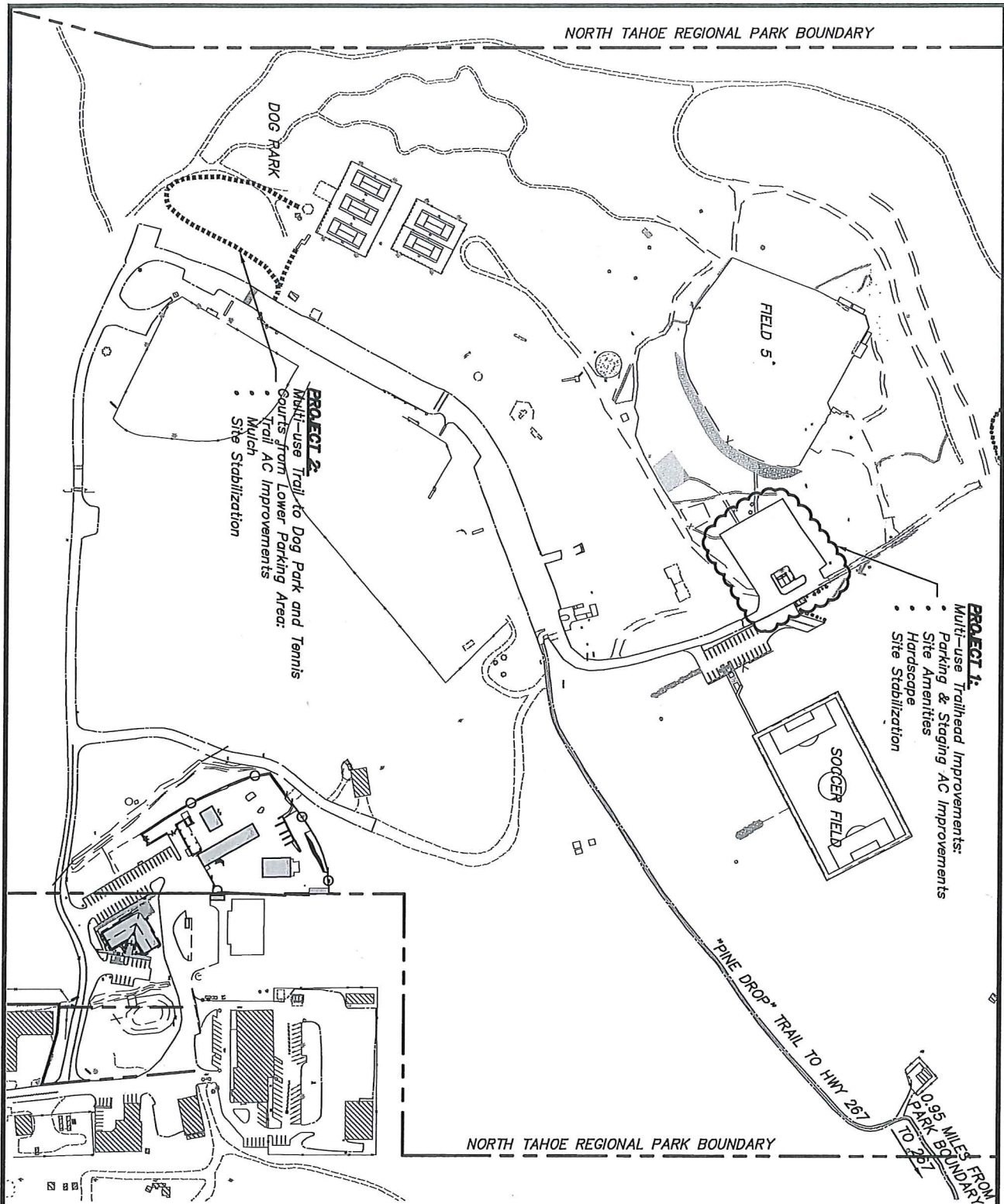
NTPUD In-Kind Contributions

Item #	Description	Quantity	Unit	Unit Cost	Total Cost	TTAD	Park Mitigation	NTPUD
1	Dog Park Water Service	1	LS	\$ 2,000	\$ 2,000			\$ 2,000
2	Construction/Project Management (10% Construction Costs)	1	LS	\$ 49,880	\$ 49,880			\$ 49,880
3	Materials Testing	1	LS	\$ 15,000	\$ 15,000			\$ 15,000
					\$ 66,880			\$ 66,880

Totals \$565,675 \$320,000 \$120,000 \$125,675 \$565,675

* amounts over grant application will be borne by NTPUD

NORTH TAHOE REGIONAL PARK BOUNDARY



NORTH TAHOE REGIONAL PARK BOUNDARY

0 200
SCALE: 1"=200'



- NORTH TAHOE REGIONAL PARK -

MULTI-USE TRAIL IMPROVEMENT PROJECTS



RESOLUTION 2018-06
A RESOLUTION OF THE NORTH TAHOE PUBLIC UTILITY DISTRICT
BOARD OF DIRECTORS SUPPORTING A PARTNERSHIP WITH TRUCKEE TAHOE
AIRPORT DISTRICT TO PROVIDE ENHANCEMENTS TO THE NORTH TAHOE REGIONAL
PARK AS A TRAILHEAD SUPPORTING THE REGIONAL TRAIL SYSTEM ON THE NORTH
SHORE OF LAKE TAHOE AND TRUCKEE

WHEREAS, the Truckee Tahoe Airport District (TTAD) and the North Tahoe Public Utility District (NTPUD) service the same constituency; and

WHEREAS, trails of all classifications are a common and popular amenity with constituents of both Districts and in high demand; and

WHEREAS, trail connectivity is a regional goal connecting all areas of the resort triangle; and

WHEREAS, the Placer County has completed the 2.2 mile first segment of the North Tahoe Bike Trail that will connect the North Tahoe Regional Park to the Tahoe City Public Utility District Trail system; and

WHEREAS, the North Tahoe Regional Park is identified as a trailhead for the North Tahoe Regional Trail coming from Tahoe City and from Northstar/Truckee in the Lake Tahoe Regional Bicycle and Pedestrian Plan; and

WHEREAS, the Truckee Tahoe Airport District supports projects within their District that support the Regional Transportation Plan; and

WHEREAS, the North Tahoe Public Utility District has identified a series of projects to support the Regional Transportation Plan; and

WHEREAS, the Recreation and Park Commission of the NTPUD voted unanimously at their October 25, 2017 meeting to recommend the NTPUD Board support a partnership with Truckee Tahoe Airport District and move forward with the trailhead construction.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the North Tahoe Public Utility District supports a partnership with the Truckee Tahoe Airport District to provide enhancements to the trail network on the North Shore of Lake Tahoe.

1. The North Tahoe Public Utility District supports the North Tahoe Regional Bike Trail and its North Tahoe Regional Park is identified as the key trailhead to connect the North Tahoe Bike Trail from Dollar Hill to Truckee.
2. The North Tahoe Public Utility District supports the Regional Trail system and is pleased the North Tahoe Regional Park can be a key element of that system.
3. That the Truckee Tahoe Airport District will be recognized for its support of the project.

4. That the General Manager or designated staff is authorized to execute documents related to the Truckee Tahoe Airport District funding support for Trail project.

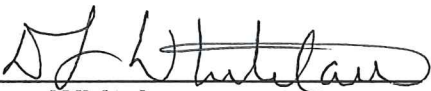
PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE NORTH TAHOE PUBLIC UTILITY DISTRICT THIS 13th DAY OF March 2018, BY THE FOLLOWING ROLL CALL VOTE:

AYES: Directors Coolidge, Daniels, Lewis, Thompson and Ferrell
NOES: None
ABSTAIN: None
ABSENT: None



Timothy K. Ferrell, President
Board of Directors

ATTEST:



Duane Whitelaw
General Manager/Clerk of the Board