



General Manager's Report

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Item 1 – Upcoming Training/Conference Opportunities

Most all travel and training opportunities have been postponed or cancelled through the end of the year due to COVID-19. It is unlikely our travel and training schedule will return to normal until sometime next year. As travel and training opportunities present themselves, we will make those available to the Board. There are various virtual training and conference opportunities that are available. Please let me know if you would like to see a summary of those opportunities.

Item 2 – Ad Hoc Committee and Board Assignment Updates

Mountain Housing Council (MHC) Member Report - Directors Stephens

- Director Stephens will provide an update on activities of the Mountain Housing Council and other local's housing projects currently underway.

Item 3 – Truckee Tahoe Workforce Housing Joint Powers Authority (TTWHA) Update

I will provide a brief update on actions and activities of the TTWHA for the month of November.

Item 4 – Review of Language for Fly Quiet Hangar Posting

At the August Budget Workshop Director Hetherington requested a hangar posting in each of the 230 hangars informing and reminding tenants of their Fly Quiet incentive along with the financial expenditure of the District to provide for and pay for the Fly Quiet Program. Staff is supportive of this request and prior to that meeting was in process of making a posting for each hangar informing individual tenants of the time of their particular incentive they have signed up for. Director Hetherington's request to include language on financial commitment of District funds and the financial benefit to the tenant was timely and in staff opinion a good idea.

Before the posting is finalized and deployed into the hangars, staff wanted to assure the Board has an opportunity to review and choose the final language for the posting. To this end we have provided two drafts of potential hangar posting language. Posting #1 references the

minutes of the August Budget Workshop Meeting and indicates that property tax is used to fund the Fly Quiet incentive program. This posting conveys a strong clear message that certainly will get hangar tenants thinking about the incentive they are receiving. That said, staff has a bit of a concern using this language in that until an allocation study is complete, we cannot say definitively that the Fly Quiet program funds comes from a property tax. We will likely receive push back and questions from tenants should we proceed with that language. Staff does not feel the District has a clear path to demonstrate how property tax may or may not be paying for the Fly Quiet Program.

The second draft (Posting #2) of the Hangar posting references “forgone revenue.” Staff feels this accurately portrays where the funding comes from to fund the Fly Quiet program and has a bit more of an amicable tone to the messaging. In that we have a very high compliance rate with the curfew portion of the Fly Quiet program and that 95% of the tenants are taking an incentive, I think the “forgone revenue” or similar language is a better fit for the District.

Staff is looking for consensus from the Board as to which hangar posting is preferred by the Board or if other language would better convey the intended messaging.

Item 5 – Status of Administration Building and Parking Lot Expansion Update.

I wanted to provide a quick update on this project. Per Board guidance at the Budget Workshop in August, staff tabled further bid preparation and consideration of the administration building and parking lot expansion. At the time of tabling, final design and construction documents were substantially complete. The final completed plans are ready for future consideration should the District take up this project again. We also thought it prudent to finish the Nevada County permitting for the parking lot expansion and building addition as that work was well underway at the time of tabling. The County permit is valid for 7 years allowing the District to consider this project at a future date. This permit is also required should the Board decide to move forward with the parking lot expansion which is included as a flagged item in the 2021 Budget.

Item 6 – Alder Hill Tower Agreement Discussion.

Staff will present for approval at the January 27, 2020 meeting an access agreement with American Towers allowing them to transit through our lot in Alder Hill Estates on the same easement as other public utilities. Staff is supportive of the agreement in that it will allow the District to attach a red FAA Part 77 obstruction beacon on the tower should we decide at a future date to decommission the Alder Hill Tower. American Towers will also pay HOA fees to the Alder Hill HOA providing additional revenue for the HOA for road maintenance and snow removal. American Towers has already reached agreement with the Alder Hill HOA on access up to our lot. American Towers now wishes to reach agreement with the District. This is just an informational item to provide awareness to the Board of the future item. Staff has provided a map of the site for reference.

Item 7 – Timeline for GM Annual Performance Review

Each January the Board conducts its annual review of the performance of the General Manager. This process is automated through the District's employee evaluation software Trakstar. The Board will receive a web link to login to the software in early December. Directors should have their review complete by January 15, 2021. The General Manager will have his self-evaluation complete by Dec. 18th. Trakstar will provide a final consolidated report for the Board to review. After the Board has reviewed the Annual GM Performance Evaluation, a final copy will be provided to the GM by January 25, 2021 for review in closed session on January 27, 2021. More information will be provided at the December 2, 2020 Board of Directors Meeting regarding Trakstar access.

Item 8 – Discussion regarding OBL and Warehouse Lease Tracking List

In mid-November staff provided a tracking list of all Other Business Leasing (OBL) and Warehouse leases. Staff would like to check in with the Board on comments and suggestions regarding information presented as well as to ascertain any additional information the Board may request in the tracking list.

Item 9 – Upcoming Board Meeting Schedule

Board Meeting dates are as follows:

There may be a need for a special Board meeting in the second or third week of December to issue the Oath of Office for newly elected Board members.

- January 27, 2021
- February 24, 2021
- March 24, 2021

Staff will propose an early March Board Workshop for the new Board to meet, train, and discuss future District endeavors. We will schedule this meeting at our January 27, 2021 Meeting.

Item 10 – Rolling Agenda and Review of District Goals

We will review upcoming items, review Goals, and plan agendas for future meetings.

Attachments to GM Report

Item 4 – Hangar Posting Drafts #1 and #2

Item 6 – Alder Hill Map

Item 8 – OBL Warehouse Lease Tracking List

Item 10 – Rolling Agenda and District Goals